

Preschool & Kindergarten



Parent Handbook

## School Philosophy

One of the primary goals of our preschool curriculum is to help young children develop a love of learning. A successful preschool/kindergarten produces children who feel good about themselves and who are excited about the acquisition of knowledge. Our curriculum has been planned to have the children actively involved in an environment rich with experiences designed to meet their needs and interests. These experiences include:

- Language Arts
- Music
- Mathematics
- Science
- Physical Education
- Health and Safety
- Religious Growth and Development
- Socialization Skills



### **Age of child**

A child should be three years old by Sept. 30 and must be completely potty trained to be enrolled in the three-year-old class. A child should be four years old by Sept. 30 to be enrolled in the four-year-old class. A child must be five years old by Sept. 30 to be enrolled in the five-year-old (kindergarten) class.

### **Registration Fee**

This covers the cost of materials used during the year. Fees must be paid before school starts.

\$150 for three and four year olds

\$150 for kindergarten students

### **Tuition**

You will receive a coupon payment booklet to use when making your tuition payments. Tuition is due on the 1st of each month. Your payment will be considered past due if not paid by the 15th of the month and your account will be charged a \$10 late fee. **On the 20<sup>th</sup> of the month, your child will not be able to return to school until the current month's tuition is paid including the \$10 late fee.** If your child attends Lunch Bunch and the preschool/kindergarten tuition is not current, your child may not attend Lunch Bunch until all fees are paid. All checks should be made payable to FIRST BAPTIST CHURCH MOTHER'S DAY OUT (FBCMDO). If there is a problem with paying tuition, please contact the director immediately. We prefer all payments be made by check or money order, however; if paying with cash, you must personally give it to the director so that a receipt may be issued. You may place the tuition envelope in your child's folder if paying by check.

We offer a 10% discount if tuition is paid in advance for the year. Please contact the director if interested.

\$140.00 - Three-day tuition

\$150.00 - Five-day tuition

\$270.00 - 2 children that attend three days

\$280.00 - 1 three-day child & 1 five-day child

\$290.00 - 2 children that attend five days

### **NSF Check Fee**

You will be charged a **\$25** fee on any returned check due to non-sufficient funds. After one NSF check, you may be required to make all future payments by money order or cash.

### **School Hours**

Children will be unloaded from the cars between 8:45 and 9:00. Classes begin promptly at 9:00. If you arrive after 9:00 a.m., you will need to walk your child inside the building and to their class. Classes dismiss at 11:45. Children will be loaded into the cars between 11:45 and 12:00.

### **Late Pickup Fees**

If you pick up your child after 12:05, the following fees will be imposed:

<u>Time</u>	<u>Surcharge</u>
12:06-12:10	\$5.00
12:11-12:20	\$10.00
After 12:20	\$20.00

We reserve the right to dismiss any child from our program who is picked up late on a repeated basis.

The clocks at school will be set to coincide with the time set by your cell phone.

### **Health Regulations**

All children are required to show proof of immunizations in order to remain in school. Please do not send your child to school if he/she is not feeling well or might be contagious. Children must be free of fever without the use of fever reducing medication for at least twenty-four hours before returning to school. Children must not have had diarrhea for at least twenty-four hours without the use of medication and have had a regular bowel movement before returning to school. Children must be free of vomiting for at least twenty-four hours and have eaten a regular meal before returning to school.

### **Clothes & Shoes**

Dress your child in clothes that are comfortable and appropriate for play. He/she should be able to snap, zip or button the clothes he/she wears. Please label all jackets and coats that are worn to school. It is strongly recommended that children wear tennis shoes since we have gravel on the playground and they will be able to safely

run, jump, etc. without getting hurt. Please do not send your child to school in shoes that are difficult to walk in such as platforms or heels. Flip flops are being discouraged due to safety hazards on the playground and when getting in and out of cars.

### **Toys**

Children are not allowed to bring toys to school unless requested by the teacher.

### **Birthdays**

Children's birthdays are considered very special at school. Special recognition is given to each child on their birthday. Please inform your child's teacher at least one week in advance if a special birthday treat will be brought in so that the teacher can make arrangements for a small celebration time. Please check with the teacher for possible food allergies in your child's class. **Balloons are not allowed at school. They are a choking hazard to children!**

### **Seasonal Parties**

You will be notified in advance of any upcoming parties and are welcome to participate in the planning of activities.

### **Withdrawals**

A two-week **written** notice should be given when a child is withdrawing from school.

### **Dismissal of a child**

Our weekday program reserves the privilege of dismissing any child if, after entering, he/she seems unable to participate in group experiences, is not completely potty trained, or if fees become delinquent.

### **Toilet Training**

Children must be able to tell the teacher they have to go to the restroom and then take care of all of their needs without any help from the teacher.

### **Allergies**

If a child has allergies of any kind, please alert the teacher and office staff so that the appropriate precautions can be taken in order to protect your child's health. Allergies should be noted on your child's registration form. If your child requires any special medications, please notify the preschool office immediately.

### **Biting Policy**

We are aware that biting can be a serious problem in the classroom. We make every effort to work with the parents and the child when biting becomes a problem. However, when a child bites twice in the same day, you will be called to pick up your child immediately. If this plan of action does not work after repeated biting, we reserve the right to dismiss your child from school.

### **Discipline**

Our facility will not tolerate or allow any form of physical punishment. Redirection of your child will be handled in a positive manner. Redirection is intended to be a learning experience. Children must learn self-control. The teacher will discuss continuing behavioral problems with the parents and the Director. Every effort will be made to correct the problem and encourage good behavior. If the child does not respond to discipline, we will call you to pick up the child. However, after a reasonable period of time, if your child's behavior is still causing problems, your child will be dismissed from our facility.

### **Lunch Bunch**

If your child participates in this after school playtime, please make payment to FIRST BAPTIST CHURCH MOTHER'S DAY OUT (FBCMDO). At the end of each month, your child will receive an envelope with the amount owed for "Lunch Bunch." Please place that envelope in your child's folder. Remember that "Lunch Bunch" begins on the first Tuesday of September and ends on the last Thursday of April. A \$25 registration fee must accompany the registration form.

### **Transportation**

Parents will be responsible for providing their own transportation. You may want to carpool with others from your area. Each child will be given a car tag to be displayed inside the car with the name facing outward on the driver's side. This will match your child's nametag. If you carpool with others, please make sure all car tags are displayed. Please have your security card ready to show the teacher if you do not usually pick up that child.

### **Security Cards**

Each child will receive five laminated cards with his/her name on it. These cards are to be given out to relatives or friends who have permission to pick up your child if you are unable to do so. Please ask them to show us the card when they come to get your child.

### **Custody Orders**

Certified custody orders must be provided to the Director any time a limitation is put on a parent or legal guardian of a child.

### **Unloading and Loading**

Please help us make these times as safe and pleasant as possible by following these simple rules.

\*\*\* Please let your child sit in the back seat behind the driver. (This will save time and make the line move faster. This is also safer for the child and unloading person because they do not have to walk between any cars.)

\*\*\* We encourage you to drop your child off at the proper area rather than walking them to and from your parked car. This is much safer because of the cars that will be going through the parking lot and also trying to cross River Road.

### **Reporting Child Abuse and Neglect**

We are required by law to report any signs of suspected child abuse or neglect to the Louisiana Department of Social Services.

### **Contact Us**

We are all looking forward to an exciting school year! If you have any questions or concerns, please do not hesitate to call the preschool office (225-664-4625) or E-mail me at [fbck@bellsouth.net](mailto:fbck@bellsouth.net). Please check our church web site [www.firstdenham.com](http://www.firstdenham.com) regularly for information, school holidays and updates concerning our programs.

