

KidFirst Christian Preschool School Year 2023-2024 Policies

Hours of Operation

Regular program hours are 8:30 am to 3:00 pm on Tuesdays and Thursdays. Extended hours begin at 7:15 am and end at 5:00 pm. Additional charges apply for each extended session. KidFirst follows the MPISD school calendar. We will honor all school holidays. Classes begin August 22, 2023.

Arrival Times

Please understand KidFirst is a preschool program. All preschool classes begin at 8:30 am. In order for your child to have valuable learning time and avoid distractions for both teachers and other learners, we kindly request all preschool children arrive no later than 9:00 am. Exceptions for doctor's appointments or other reasons must be cleared in advance with the director.

Registration

To begin registering for the KidFirst school year program visit fbcmp.org/kidfirst. After completing this short registration request; parents who are new to KidFirst will be emailed an invitation to download our management app - Brightwheel. Through this app, parents will be sent a full registration form for each child they are registering.

Once the registration form has been received and approved, two important forms will be sent via Brightwheel for parents' virtual signature. These forms are tuition & handbook agreement and communication policies. These forms will take just minutes to review and sign. After all forms are completed and signed, new families will receive an invoice for the \$50 per child registration fee through Brightwheel. Current KidFirst families will receive an invoice for their registration fee in August 2023. All registration fees are non-refundable. Families will receive a confirmation email when their registration is complete and final.

KidFirst has limited openings in each age group. Your child's enrollment is not guaranteed until the entire registration process is completed. Registration requests will be reviewed and approved in the order they are received during business hours Monday through Thursday.

Payment and Fees

A tuition schedule for the 2023-24 KidFirst school year may be found at fbcmp.org/kidfirst. During the registration process, parents may choose one of five options for tuition invoice due date.

1. Payment due 1st of the month
2. Payment due 15th of the month
3. Payment due 20th of the month
4. Pay by semester for a 5% discount– due dates Aug. 20 & Jan. 20
5. Pay year in full for 10% discount – due August 20

Invoices are posted to your Brightwheel account three days prior to your due date. Brightwheel offers a convenient autopay option. In the app, parents can set up an automatic payment through a bank draft or credit/debit card.

Effective June 1, 2023, all payments made via credit/debit card will be assessed a 2.9% processing fee per transaction. All other forms of payment including ACH (bank draft), cash, or check are fee free.

Tuition is based on a monthly fee. The monthly fee will be charged regardless of the number of school days in the month. The full monthly fee will be charged September-May. August tuition will be charged at 50%. Balances remaining after due dates may be charged a \$25 late fee.

Extended Fees

As a courtesy to parents, KidFirst offers extended sessions each day. Basic childcare will be provided during these times. No curriculum will be taught. Snacks will not be served during early care. Children may bring their own breakfast items from home. A snack will be served during each afternoon extended session.

Morning extended hours are 7:15 am - 8:25 am. Afternoon extended hours are 3:10 pm - 5:00 pm. In order for KidFirst to provide the appropriate staffing, children must be registered for extended care. Extended care packages are available (see Tuition Schedule). Families with children not registered for an extended care package who use extended care will be charged \$10 per day per child. Use of extended care without an extended care package is limited, requires 24 hours notice to the director and is subject to availability.

Parents who fail to pick up their children by 5:00 pm will be given one verbal warning. A written warning will be issued on the second offense. On the third offense, a fee of \$1 per minute per child will be charged to the family account. Fourth offense will result in a one month suspension from extended care for your family.

What to Bring

The following items need to be brought to KidFirst on the first day your child attends KidFirst and left at KidFirst:

1. Sippy or Closed Top Cup—All ages
2. Plastic Nap Mat – ages 1-5
3. Thin blanket for nap time – ages 1-5

The following items need to be brought daily to KidFirst:

1. Backpack or diaper bag – New Policy – all backpacks and diaper bags must be large enough to hold a standard size folder, lunch box, and change of clothes.
2. Lunch Box with lunch – see lunch instructions below
3. Diapers and wipes– if needed,
4. Change of clothes (all ages—kept in backpack)

Lunches and Snacks

Each child needs to bring a balanced lunch each day of KF. Refrigerators are available in all classes if needed. For safety, no glass containers will be permitted. Microwaves are also available in each classroom. Due to state requirements, **FOOD MAY ONLY BE HEATED FOR ONE MINUTE OR LESS**. Frozen dinners and meals requiring lengthy heating times such as mac-n-cheese cups will not be permitted. Please label all bottles, lunch boxes, and lunch containers with your child's name.

Child Release

Children will only be released to (1) a person listed under “may be picked up by” section of the registration forms, (2) a person who the parent permits in person or by phone conversation with the director or (3) a person authorized by the parent; through the Brightwheel app, to pick up the child.

Children must be checked in and out each KidFirst day. Brightwheel will assign each parent and authorized pick up adult a unique 4 digit PIN. Every individual authorized to pick up a child is required to have their own PIN. In order for KidFirst to keep accurate records, individuals should not share their PIN with anyone. Parents can add additional authorized pick ups as needed.

Any person who is not familiar to the KF staff will be required to produce a photo ID before KF will release the child. A copy of the ID will be made.

Safety and Security

Every child's safety and well-being are the foremost concern at KidFirst. We have a number of security features in place to keep your child safe. All hallways and entrances are equipped with security cameras monitored by the KF director, FBC pastor, and FBC administrative assistants. The KidFirst hallway is a secured area accessed only by an authorized door code or staff key fob. All exterior doors remain locked at all times from the outside. However in case of emergency, doors may be opened from inside the classrooms. All KidFirst and FBCMP employees are thoroughly background checked by Ministry Safe every two years.

KidFirst parents and authorized visitors should only enter KidFirst through the main West hallway. Entrance through these doors can only be accessed via the keypad located by the glass security doors. Each parent and authorized pick-up person will receive a 4-digit PIN. This number will be used to check your child in and out each day as well as serve as your door code for the security doors. To open the doors, you will input your 4-digit PIN followed by the # sign. The door will then unlock, and you can enter. After you enter the doors, you will use the same code to check your child in or out on the iPad located on the check -in table in the hallway.

For the safety and security of all children, parents are not allowed to share their PIN or door codes with anyone. If parents wish to add someone to their pick up list, they should send an Admin only message on Brightwheel so the new adult can be assigned their own PIN. A doorbell is conveniently located by the keypad for anyone who forgets their code or arrives after 5:00pm as the doors will not open after this time.

KidFirst Contact Information

KidFirst values communication between parents and staff. We encourage parents to contact us with any questions or concerns.

The Brightwheel app allows parents to directly contact classroom teachers during KidFirst days. Brightwheel notifications along with the Monday morning emails will remind parents of upcoming events and announcements. KidFirst teachers are not permitted to give out their personal cell phone numbers to parents. All communication should be done through Brightwheel.

The KidFirst Director is a full time employee of FBCMP with office hours on Sunday - Thursday. The KidFirst Director can be contacted via email (jtosh@fbcmp.org) concerning KidFirst billing, registration or other questions. KidFirst emails will be answered during office hours.

Messaging Options:

Parents have multiple options for contacting teachers and administrators during the summer. Listed below are the contact options via Brightwheel messaging based upon varied situations.

All Brightwheel messages can only be seen by people designated as “parents” on your child’s Brightwheel account. Please note any messages sent can only be seen by parents on your account. Other children’s parents can never view messages sent between you, teachers, and administrators. However, all persons listed as parents will have access to view messages sent.

1. **Staff & Admins** – This messaging option will be the one used the most often. Messages sent via this option will be received and viewed by teachers associated with your child’s class as well as KidFirst staff labeled administrators. Situations in which parents should use this option would include anything pertaining to your child’s daily activities such as early and late arrival, absences, medication needs, lunch instructions, classroom questions, etc. If the information you are sending needs to be known by your child’s teacher, this is the option you should choose.
2. **Admins Only** – This messaging option will only be used for questions and information pertaining to business items such as billing, tuition questions, contacts, PINs, door codes, etc. These messages can be received and viewed by the director as well as the assistant director and administrative assistants.

Other Messaging Options:

1. Email – The director can be emailed at jtosh@fbcmp.org. This option is best for private conversations. This option is the only written option available with complete privacy. Email is best for personal issues concerning family dynamics (divorce, etc.), legal issues, parenting questions, and other private issues. Emails are returned during regular office hours.

2. Director's Cell Phone – The director is available by text or phone call at 903-285-1584. This option should be used for emergencies requiring an immediate response or during the director's office hours.

3. Church Office or KidFirst Direct Line – During FBCMP hours, parents can contact the church office at 903-572-3605. This option should be used only in emergencies requiring an immediate response. An FBCMP administrative assistant will take a message and relay it to the director in the KidFirst area. Parents can also call the direct line to the KidFirst hallway. However, this phone is rarely staffed and not the best contact.

Brightwheel Contact Options:

Brightwheel offers parents four options when adding contacts to a child's profile. Each of these options allows different levels of accessibility to the child's Brightwheel account. Parents can request to change any contact's status as well as delete or add contacts at any time. Parents are the only contacts allowed to change the status of other contacts.

- Parent – This contact option is for parents or guardians plus account payors. This level of contact will have the following access:
 - Access to the child's daily feed
 - Access to edit child's profile
 - Billing account information and online payment options
 - Ability to send and receive messages with teachers and administrators via Brightwheel
 - PIN to allow drop off and pickup
- Family – This contact option is for close family members only. This level of contact will have the following access:
 - Access to the child's daily feed
 - Access to view, but not edit child's profile
 - No access to any billing or financial information
 - Ability to send, but not receive messages to teachers or administrators via Brightwheel.
 - PIN to allow drop off and pickup

- Approved Pick up – This contact option is for any adult who will be dropping off or picking up a child but does not fall into the above two categories.
 - PIN to allow to drop off and pick up
 - No access to child's daily feed, profile, or billing
 - Cannot send or receive messages via Brightwheel
- Emergency contact – This contact option is for emergency use only. This contact level will not have any access to the child's feed, profile, billing, messages, or the ability to drop off or pick-up. People listed in this category will only be contacted if all other contacts are unavailable in case of a true emergency.

Illness and Medication Policies

For the safety and courtesy of other children and staff, no child shall be allowed to attend KF if they have had any of the following conditions within the past 24 hours: fever, vomiting, diarrhea, contagious rashes, or other communicable diseases. A child requiring antibiotics prescribed by a doctor should have taken the medicine for a full 24 hours before returning to KF.

Any child showing signs of these conditions while under the care of KF will be required to leave immediately. Parents will be notified by Brightwheel messaging or phone and will be expected to make arrangements to have their child picked up.

KF employees will be allowed to administer medicine; prescription or over the counter, provided a parent gives authorization via Brightwheel message. Medications must be in the original container and properly labeled. Employees will log any medication given on the Brightwheel app.

KidFirst has basic medical supplies such as band-aids, ice packs, etc. Medications in this supply include acetaminophen, ibuprofen, motrin, itch cream, and antibiotic ointment. These medications will only be given with permission given via Brightwheel.

Discipline

KidFirst employees practice the principle of least intervention. This theory promotes that the least amount of discipline is used in every situation. Normal discipline strategies include redirection, verbal warnings and logic consequences. Parents will be contacted should a child need additional discipline. In any case, an employee will never be allowed to use any form of corporal punishment.

All KidFirst staff are trained in Trust Based Relational Intervention (TBRI). This discipline philosophy focuses on the whole child, meeting their needs, and using connecting and engagement strategies to set children up for daily success.

Any child who is deemed by the director to be a danger to another child, children, or staff will not be allowed to attend KidFirst. Examples of behaviors that could be deemed a danger are excessive biting, violent outburst, running away from staff, and/or excessive punching or kicking. Parents will receive a written warning before the child is not allowed to attend.

Naps

The majority of young children need an afternoon nap time in order to rest and recharge. All KidFirst classes have a scheduled nap time. Children are never forced to sleep, but will be required to lie down and rest. Parents who do not wish their children to nap or have sleep concerns should speak to the director to work out a solution.

Parents will need to provide each child with a sleep/rest mat. Only plastic nap mats are allowed. Mats will be stored at KF and disinfected at the end of each day. . Children are encouraged to bring a thin blanket to remain at KF. Blankets will be washed once every two weeks by the KF staff.

Field Trips

Our preschool division of KidFirst often takes field trips to enhance your child's learning and experiences. Parents will be notified of all field trips in the monthly newsletter. Parents are required to sign and return a permission form for each field trip.

Parents are welcome to drive their own transportation to and from all field trips. However, parents may not transport other children without written permission from the other parent. Parents attending field trips may be asked to assist with other children and are expected to follow all rules. Parents are also required to pay all their own expenses. Due to space limitations, parents are not allowed to ride on FBC transportation.

FBC provides transportation for all field trips via the church vans or bus. The director arranges the seating for transportation. Only KidFirst or FBC employees will drive FBC transportation. The FBC bus is a commercial vehicle and does not require children to ride in booster or car seats. However, the FBC vans are passenger vehicles and do require kids to follow all car and booster seat laws. Parents will be notified the day before a field trip if their child is riding on a van and will require a booster seat.

Bad Weather Release

In the event of inclement weather, KidFirst will make decisions concerning center closings, early dismissals, and late starts based upon local Titus county school systems decisions. Parents will be notified of these decisions via Brightwheel messages and email.

Withdrawal from KidFirst

Any parent wishing to withdraw their child from KF should give notice to the director of at least 14 days. Parents who do not give a 14 day notice will be charged for any KF days within that 14 day period

Birthdays

We love birthdays at KF. Parents are welcome to bring cake, cookies, or other treats to celebrate their child's birthday. Parents are requested to communicate with their child's teachers as to the best time for this celebration. Teachers will be happy to send home birthday invitations provided all children within the class receive one.

