



Welcome!

Faith Baptist Preschool, a ministry of Faith Baptist Church, welcomes you to our school. We are excited about the upcoming year and look forward to getting to know both you and your child.

Faith Baptist Preschool offers Christian based learning for children ages three to five. Your child will learn about God's world through creative expression and play. Pre-reading skills, early math concepts and introductory science are a central part of the daily program. Our staff is dedicated to not only teaching, but showing your child God's love first hand.

We invite you and your family to join us at Faith Baptist for Worship and Bible Study. Services begin at both 9:30 and 11:00 with nursery care and Sunday School for the children. Adult Bible Studies meet at 9:30 and 11:00 as well. We would be delighted to have your family worship at Faith.

Sincerely,

*Patty Gernert*

Patty Gernert  
Weekday Preschool Director

## Our Mission

Our mission is to glorify God by helping each child to know, love, and follow Jesus Christ. We believe God has called us to this special place of ministry. It is our goal to join your family in a partnership with the Lord to make this a very exciting and successful year for your child. As a staff we commit to pray for your family and your child this year.

## Tuition and Fees

Tuition----- € 180 per month

Paid in full discounted tuition----- € 1,500 one time

Yearly tuition may be paid full at a discounted rate at the beginning of the school year. Monthly tuition payments must be transferred electronically directly to the Faith Baptist Preschool bank account.

**Empfänger: Faith Baptist Preschool**

**Kreditinstitut des Begünstigten: Spar und Kreditbank Bad Homburg**

**Konto: 118834**

**Bankleitzahl: 50092100**

Please understand that not all months will have the same number of school days. The same monthly tuition is required even in months that have fewer school days.

Tuition is due on the first day of every month. A €15 late fee will be charged if your tuition is not paid by the 8th of the month. An additional €5 per day will be charged after the 15th of the month. If necessary, special arrangements may be made with the director to pay tuition on a different schedule.

## **Trial Period**

We understand that all children react differently in new settings. Because of this, we offer a two week trial period. If during these two weeks you feel your child is not adjusting to the program, you may dis-enroll your child with a written 24 hours notice. If FBP feels the child is not adjusting, you will be allowed one week from notification to find alternate arrangements.

## **Withdrawals**

Withdrawal of your student for a PCS may allow for an adjustment in the monthly payment. Your monthly tuition will be prorated for the number of days your child attends if written notification has been received with a copy of the orders. It is also your responsibility to stop automatic withdrawal tuition payments from your bank after the May payment.

## **Late Pick-up Fee**

Children must be picked up no later than 12:06. After 12:06, a €5 late fee will be assessed with €5 added in five minute increments not to exceed €25 per day.

## **Arrival**

Preschoolers need time to adjust to new situations and challenges, even ones they enjoy. Please explain to your child where he is going and insure him that you will return. Either of the foyer doors may be used for morning drop off. The doors to the hallway will remain closed until the teachers are ready for the children. Children will be escorted into the building and to their room; they are not allowed to walk in by themselves. The first stop for your child is the restroom. Please encourage him to use the toilet before going to the room. All children must wash their hands before going to the classroom.

Prepare to leave your child at the door where his teacher will be waiting. Neither you nor another sibling should enter the room.

Have your child walk to the classroom as opposed to being carried. This will help ease separation. Once you have said good-bye to your child, leave. Lingering prolongs separation and may upset your child. If your child is unhappy for a prolonged period, we will call you.

## **Departure**

Students will be released in the foyer. Please enter the building on the west parking lot side (not the playground side). Faith Baptist School has recess from 11:30-12:30. Because the playground is used by the school at preschool release, your child may not play on the playground after preschool.

If your child must leave early, please notify the teacher in advance so that she can have him ready when you arrive.

## **Weather Closure**

If the Kaiserslautern DODDS closes or delays because of dangerous weather conditions, we will close. AFN usually announces school closure weather bulletins by 6:30am, or check

**[http://www.kaiserslautern.army.mil/sites/local/winter\\_weather\\_center.html](http://www.kaiserslautern.army.mil/sites/local/winter_weather_center.html)**. Snow days are not refunded.

## **Our Curriculum**

Our Preschool program offers an exciting Christ centered curriculum. Authentic, life-changing, long-term learning builds Christian faith in our children. Faith Baptist Preschool uses the ACSI Bible Curriculum and a variety of curriculum choices. These materials teach Christian values and encourage positive personal and academic growth. Chapel is held on Fridays. Chapel time will be used to reinforce the Bible lesson the children have been studying during the week.

## **Pictures**

Your child will be photographed often doing normal preschool activities. Pictures are used throughout the year to advertise and for in-house slide shows. If you do not want your child photographed, you must submit that request in writing to the Weekday Preschool Office.

## **Classroom Assignments**

Your child will remain with the same classroom teacher and classmates for the entire school year. Teachers recognize that children develop at different rates and that physical, emotional, and intellectual differences are to be expected. Classroom activities are structured accordingly.

## **Dress Code**

The primary purpose of the dress code is the safety and comfort of your child. Clothing should be durable and appropriate for the weather, school use, and outdoor play (ie.play clothes). Dressing in layers is recommended throughout the year.

- Shirts and pants/skirts will meet in the middle without exposing the midriff.
- Shorts, skirts and dresses must be of modest length.
- Young ladies please wear shorts under dresses and skirts.

- Exposed sides of any kind are not appropriate.
- No curse words, racist remarks, or other offensive depictions are acceptable on your child's clothing.
- Children will wear sturdy shoes appropriate for outside play. Flip flops, backless shoes or dress shoes with slippery soles are not suitable.

If you have questions about the dress code, please stop by the WP office and we will be glad to assist you. Our dress code is in effect for all FBP school days and at all Preschool functions.

### **Parent Responsibilities**

- Bring a labeled Water Bottle for your child daily. NO juice or milk.
- Please bring a shirt, elastic waist pants and underclothing for your child that will be left at school for the entire year. Place these in a labeled Ziploc Bag.
- Play clothes are ideal since we do many messy projects
- During the winter the children must have 'name labeled' hats, gloves, and boots. We WILL go outside whenever weather permits.
- Our program offers a variety of toys for the children. Toys from home are not allowed except for specified "Show and Tell" times.
- Each student will provide snacks for the entire classroom for one week every 8-9 weeks. Please coordinate with your child's teacher before bringing snack for a special day (birthday).
- Changes in normal family routine can be upsetting for preschoolers. Please notify the teacher if these situations occur. We want to be sensitive to your child's needs.

- Children will only be released to their parents. Other pick-up arrangements will be made through the teacher or director. An 'Alternate Pick Up' authorization may be filled out in the FBP Office.
- Children are not allowed in the classroom before 8:50. The time before class is used for staff devotions and prayer. If you need to visit with your child's teacher, please contact her after the other students have left for the day.
- Children are only allowed on the playground with adult supervision.

## **Discipline Policy**

Hitting, biting, foul language, or continuous non-compliance of reasonable requests will not be tolerated. Parents will be advised when behavior problems develop and will play an active role in correcting them. To provide an optimal learning environment, classroom discipline is exercised and maintained. There will be times when students misbehave. The following are the steps that will be followed in these situations.

- The teacher will try to redirect the child to another activity.
- The teacher will speak with the child about his behavior and let him know that it is not acceptable.
- The teacher will put the child in time-out away from the other children. The child will face the wall and not participate in any activities. Time out will last no longer than one minute per year of age. The teacher will speak with the child about his misbehavior upon placing him in time-out and before releasing him to join the class again.
- The teacher will bring the child to the Director and, if necessary, contact the parent.

- Continual discipline problems will result in expulsion from Faith Baptist Preschool. We allow for three filed incident reports, before considering expulsion.
- Students who exhibit extremely harmful behavior, to themselves or others, will be automatically released from school that day. A parent conference will be scheduled.

Incident Reports will be filed for both children. Appropriate time out will be administered to the one who did the biting. The area of the bite will be cleaned with hydrogen peroxide and bandaged immediately. If the “biter” has another incident the parent will be asked to come and take their child immediately. Continued incidents may be reason to keep the child from school for a specified number of days.

## **Health Policies**

We at Faith Baptist Preschool feel the best place for a child who is sick, is at home. If your child becomes ill during the day, you will need to pick up your child immediately.

Do not bring a child to school who:

Has a fever of 100° or above within the past 24 hours.

- Has had diarrhea within the past 24 hours.
- Has nausea or repeat vomiting or severe abdominal pain in the last 12 hours.
- Has a persistent cough.
- Has a green or dark yellow mucus discharge from the nose.
- Has pink eye.
- Has lice.
- Has other obvious symptoms of illness.

Please be aware that:

- A doctor’s note may be needed to return to school for some illnesses.

- We do not have a school nurse on staff.
- We do NOT administer medication, except for emergencies related to asthma or allergies.
- Your child's shot record must be current.
- You must update all emergency and personal contact information if it changes.
- If your child becomes ill and we are unable to reach you, we require one of your emergency contacts to pick up your child.
- Your Special Power of Attorney [emergency medical] must be on file before the first day your child attends school.

## **Snack/Birthdays**

Parents will bring snack for the entire class about once every other month. Usually once a week, we will ask for specific items. Remember that this is a SNACK, not lunch. Please coordinate with your child's teacher before bringing snack for a 'special' day.

### **Birthdays or Special days**

You may bring a special snack on your child's birthday. This is NOT to be a replacement for a birthday party elsewhere (no decorations, gift exchange, etc.) Invitations for a birthday party may be brought and given directly to the teacher to distribute, but only if you invite ALL of the students in the class. Please do not allow your child to pass out the invitations.

## **Security**

The safety of your child is a number one priority. The foyer doors will remain locked during school hours. If you need to get in the building please ring the bell near the door labeled 'office'.

Fire Drills are conducted periodically.

## **Parent Visits**

You are always welcome to visit or observe your child in the classroom after the first two weeks of school. Please make an appointment at least two school days in advance, through your child's teacher so we do not have too many parents observing on the same day.