



Welcome to
Faith Baptist Church
Preschool

Kaiserslautern, Germany

Parent/Guardian Handbook

2022-2023 School Year

Revised March 2022

Table of Contents

Part I Introduction	2
Ministry	2
Program Goals.....	2
Preschool Office.....	2
Ratios	2
Part II Program	2
Preschool Classrooms	2/3
Tuition and Fees.....	3
Trial Period.....	3
Withdrawal	3
Part III Operational Information	3
School Calendar	3
Arrival and Departure.....	3
Late Pick-Up Policy.....	3
Alternate Pick-Up Procedures	4
Attendance	4
Part IV Program	4
Curriculum	4
Preschool Plus.....	4
Daily Schedule.....	4
Lunch.....	4
Separation	4/5
Potty/Toilet Training	5
Part V Safety and Health Policies	5
Emergency Procedures	5/6
Ministry Safe	6
Emergency Contact.....	6
Inclement Weather or School Closure Policy	6
Extended School Closure.....	6
Health/Allergy Policy	6
CPR/First Aid Training for Staff.....	6/7
Children Returning after Illness	7
Medication Authorization	7
Accident/Incident Reports	7
Discipline and Biting.....	7/8
Part VI General Information	8
GDPR EU Rules and Regulations	8
Outside Play	8
Outdoor Temperature Policy.....	8
Clothing	8
Toys from Home	8
Four-Year-Old End of Year Celebration.....	8
Birthdays	9
How to Handle a Problem or Complaint.....	9
Part VII Family Involvement/Arrangements	9
Parent Participation	9
Parent Communication	9

Part I Introduction

Ministry

The FBC Preschool ministry was founded to not only teach the children from an educational standpoint but more importantly to show them firsthand God's love in a structured classroom atmosphere.

It is important for us to provide a Christian environment in which the children can be loved, cared for, and taught.

"Train up a child in the way he should go and when he is old, he will not depart from it." Proverbs 22:6

Program Goals

We at FBC Preschool aspire to meet the needs of all children and their families. We provide a safe classroom environment as well as developmentally appropriate activities to engage the children socially, emotionally, physically, and spiritually. This is accomplished through a hands-on/play-based curriculum. The teacher encourages the children's learning and inquiry through ways that aim to stretch their thinking to higher levels. We believe that children learn best through firsthand experiences and play which motivates, stimulates, and supports children in their development of skills, concepts, language acquisition, communication skills, and concentration. Through play, children can discover their own interests, abilities, and limitations; they imagine, investigate, and explore. They develop memory skills, build vocabulary, learn new skills and knowledge, and learn how to get on with adults and other children.

The objective of our teachers is to show the children how God loves us, forgives us, and to teach others about Him. It is our goal to work with each family to create the best environment possible for their child while in school. Our approach is to help the whole child develop, which will allow them to be successful. To support this goal, we provide opportunities for students to build on these characteristics.

Preschool Office

The Preschool Office is the first door on the left when entering the hallway. The office hours are Tuesday, Wednesday, and Thursday from 0800-1400.

Ratios

Two-Year-Old Class-2 classrooms, each 12 students/3 teachers

Preschool Three-Year-Old Class- 3 classrooms, each 8-students/1 teacher

Preschool Four-Year-Old Class- 1 classroom with 8-students/1 teacher

Preschool Plus Four-Year-Old Class-2 classrooms; 8-students/1 teacher & 10-students/1 teacher

1 Director's Aide

1 Director

At times there are parents or additional volunteers throughout the school year.

Part II Program

Preschool Classrooms

We have a total of 8 Preschool classrooms with a total enrollment of 70-75 students.

The children are assigned to classes depending on their age as of September 1 of the current school year.

Tuition and Fees

All registrations require a one-time nonrefundable registration fee of €75.

Tuition is on a yearly basis and your contract is binding for the entire school year. Tuition rates and fees and payment information can be found on our website under the heading **Tuition Rate and Fees**.

Trial Period

There is a fully refundable 2-week trial period beginning on the first day of your child's attendance. Please let us know NLT the final day of the trial period if you would like to dis-enroll your child. Note: The registration fee of €75 is non-refundable.

Withdrawal

It is important that you provide documentation explaining why you are withdrawing your child. Please let us know by email if you would like to withdraw your child from our program at least 2 weeks in advance. You will be charged a **one-month tuition rate** withdrawal fee (PCS orders included) if your child's spot cannot be filled before his/her last day. If the spot is filled, the fee is waived. Note: The registration fee of €75 is non-refundable.

Part III Operational Information

School Calendar

Our school year begins the first week following Labor Day and ends the week before Memorial Day. We strive to coordinate our days off with the DoDEA schools to meet the needs of our staff and parents of students who have children enrolled in DoDEA schools.

The only exceptions are the week of Thanksgiving for a church wide cleaning and if the church has an event where the preschool classrooms and/or areas normally used by the preschool are being used, then we will not have school.

Every three months schoolteachers have a workday for cleaning and lesson planning with fellow teachers. The school calendar is posted on our website once it is set, sometime before the beginning of the school year.

Arrival and Departure

Arrival

Drop-Off Time starts at 0920 and ends at 0930. Please arrive on the parking lot side (not playground) of the church. The outside doors will be locked at 0930 and can only be entered by ringing the "Preschool" doorbell.

We ask that your child use the restroom as close to drop-off time as possible to limit the number of children going at one time. All hands will be sanitized upon arrival.

Departure

At 1230 (or 1400 for Preschool Plus), the doors will open, and dismissal will start. Please have your color/number card visible for a staff member to see. Once eye contact is made, your child will be handed to you. If you arrive after 1240 or 1410, there will be a late fee charged.

Children will only be released to a parent or person designated by the parent on the registration form or alternate pick-up form, and they must show a picture I.D. There are no exceptions to this rule. Your child's safety is our main concern.

Late Pick-Up Policy: 1st time = €10,00; 2nd time = €20,00; 3rd time = €5.00 per minute after the 10-minute grace period. If for some reason you are late, need to pick-up early, or are helping in the classroom, we ask that you ring the doorbell, and we will be happy to let you in. Your child's safety is of the utmost importance to us!

Alternate Pick-Up

If a parent or guardian listed on the registration form is not picking up your child after school, you are required to fill out an “Alternate Pick-Up” form in advance *and* notify the preschool office or teacher. This form can be found and submitted on our website. The photo ID of the person listed on the form will be required at the time of pick-up.

Attendance

In order for your child to build a routine and to create a positive learning environment for all of the children, it is pertinent that your child attends on a regular basis. Even so, we understand that there will be times when you travel, family visits, your child is sick, or needs extra rest time. In these situations, please let us know if your child will be absent by email or phone.

Part IV Program

Curriculum

Our Curriculum for each class is explained on our website under the heading **Class Descriptions**.

Preschool Plus

Preschool Plus classes consist of two four-five-year-old classrooms with a total of 18 students. The classes take place on Tuesday, Wednesday, and Thursday from 0930-1400. The cost per month is €360,00, with a €175,00 book and supply fee. These fees include supplies needed for the year.

The Preschool Plus program will provide an extension of basic classroom learning through music, art, movement, science, and math while incorporating and focusing on STEM, STEAM, and/or STREAM lessons.

Daily Schedule

A sample daily schedule for each class can be found on our website under the heading **Class Descriptions**.

Nutritious Lunch

In order to teach the students how to be better stewards of the world God gave us, we are having a “Waste-free Lunch” policy. All lunches must be brought in a reusable container.

Please refer to the list below about the lunch rules:

- No plastic sandwich bags or wrappers
- No dessert (cookies, sweets, or high sugar content food products)
- No juice, sports drinks or milk (we will be using the student's water bottle)
- No yogurt cups or fruit cups

Separation

Separation anxiety is normal for children at young ages. This anxiety will decrease over time as they start to feel secure in their new environment. Here are a few suggestions:

- Allow time in the morning for arrival adjustment (do not arrive late and rushed)
- Help prepare your child for school by discussing what a typical day will be like and by having them attend an orientation to become familiar with the room and teacher.
- Be sure to make the goodbye a loving and quick one. Saying goodbye before you leave supports the trust they have in you and helps them to know you will return at the end of the school day. Give hugs and kisses too! The teachers are there to aid your child’s transition to comfort them and introduce them to the classroom activities.

- There is a magic 2-week turning point for children who have an especially hard time. With a consistent routine and drop-off, they will start to adjust around the 2-3 week mark.
- If there is still difficulty or a protest after that time and you feel we are not a good fit for your child, you can withdraw your child with a refund. After 2 weeks, the monthly tuition fee is charged.

Potty/Toilet Training

A child who is considered potty trained can do the following:

1. Be able to tell the adult that they have to go potty **BEFORE** they have to go. They must be able to say the words, "I have to go potty".
2. Be able to pull down their underwear and pants and get them back up without assistance, (This does not include buttoning or buckles.)
3. Be able to wipe after using the toilet.
4. Be able to get off the potty independently.
5. Be able to wash and dry hands.
6. Be able to postpone going if they must wait for someone who is in the bathroom or if we are in transition time.

The children enrolled in the TWO's class will be in the process of learning how to potty train. Let the teachers know if you are in that process.

All students **must** be potty-trained to be enrolled in the THREE's and FOUR's classes.

The child in the THREE's & FOUR's class should be in cloth underwear, not in pull-ups or training pants. Children are expected to use the toilet, redress themselves, and wash hands properly. Teachers are available to remind students to wash hands and aid in fastening clothes if necessary.

Potty Accidents

In the event your child is not fully potty trained, does not reach the toilet on time when he/she asks to go, unable to hold it until it is their turn during scheduled breaks, has three "accidents" where undergarments are wet or soiled, or at the discretion of the teacher, the child will be asked to take a 2-week break to work on toilet readiness.

If the child returns and is still not trained, the child will be asked to take a month-long leave. During the 2-week or month-long leave, the monthly tuition rate will still be charged as enrollment is reserved for the child. Parents have the option to decline the spot of reservation, which means the early withdrawal fee is charged and the child will be dis-enrolled.

Any soiled garments are placed in a plastic bag and sent home. We are not equipped or staffed to assist in the toilet training process for 3 and 4-year-olds.

Part V Safety and Health Policies

Emergency Procedures

Our staff is trained in procedures to keep your children safe at all times when they are in our care. We do not let the children go outside or to another classroom unsupervised. All emergency phone numbers and procedures are kept in the classroom within reach. Fire drills are practiced throughout the school year to prepare the children in case of a fire emergency. A written roll call is taken each morning directly after drop-off to provide a headcount in case the building should need to be evacuated.

In case of a lockdown, all teachers close the shades to their windows, lock their door, and have the children sit in a quiet manner until they are cleared.

Ministry Safe

Each of our staff members has completed a 5-Part Safety System that includes Sexual Abuse Awareness Training, Skillful Screening Process, Policies and Procedures, Background Checks, and Monitoring and Oversight. This is a comprehensive program that creates overlapping layers of protection to ensure no situation is overlooked.

Emergency Contact

It is required to have 2 emergency contacts other than parents in the local area on your registration form. If for some reason we cannot get a hold of you or spouse, we will contact one of these emergency contacts in case of emergency or pick up need.

Inclement Weather or School Closure Policy

If the Kaiserslautern/Ramstein DoDEA or local national schools are closed because of ice, snow, weather-related issues, natural disaster, or worldwide pandemic; we too will be closed. If there is a 2-hour delay, we will start classes ONE HOUR later at 1030 and all classes will dismiss at the normal time.

If there is a chance that school could be canceled or released early because of inclement weather, we ask that you stay close to communication so you can pick up your child in a timely manner so our staff can drive home safely. You will be notified by email of cancellations.

The school cancellations are not refundable. Another school day will not be added on because of the cancellation. If the school is closed due to government restrictions for a longer period of time, normal tuition will continue to be collected for budget purposes.

Please stay tuned to AFN or the local website for updates on road conditions or school closures.

Use caution when driving around your community in inclement weather. Each village has its own microclimate and can vary drastically.

Extended School Closure

In the event of extended school closure due to government restrictions, or health crisis, the teachers will continue to provide lessons, online instruction via live or taped lessons, and materials needed for the at-home instruction. Faith Baptist Preschool will do its best to adjust the schedule to accommodate any new regulations to adhere to our local laws. Please note that times of school could change because of this.

In order to continue on with our budget and financial obligations for the school year, the normal tuition rate will still be charged during those times for budget and teacher contract reasons.

If you choose to withdraw your child after the start of the school year because of this, there will be an early withdrawal fee charged at the rate of one month's tuition.

The Extended School Closure contract is part of the registration packet for school enrollment. Each student will have one on file that is signed by the parent or guardian.

Health/Allergy Policy

Each child must have a copy of an up-to-date immunization record on file. Classroom teachers will notify parents when certain communicable diseases are present. We also ask that you notify us when your child is out with a communicable disease so we can document it and notify the teacher.

A parent must notify us of all of their child's allergies in writing or with a physician's note. If there is a plan of care for the child in case of a reaction, this must be shared with the director and teacher in order that they treat your child effectively.

If there is a child with a severe nut allergy within our program, there will be a no nut policy put into place. Because our program has so much shared space and no staff nurse, we cannot take the risk.

CPR/First Aid Training for Staff

Each of our teachers are required to have an Infant and Child CPR and First Aid certification. In the event of a medical emergency, the preschool staff will administer first aid and/or CPR, if necessary, and contact you

and 112 immediately. If it is necessary to transport your child to the hospital, we will notify you immediately.

Children with the following may NOT attend school...

- a fever of 100°F or above within the past 24 hours
- diarrhea within the past 24 hours
- nausea or vomiting or severe abdominal pain in the last 12 hours
- a persistent cough
- green or dark yellow mucus discharge from the nose
- pink eye
- lice
- other obvious symptoms of illness, rash or unknown reaction

Please know that the decision for the child to go home is subject to the director and teacher's discretion. If your child develops a fever or any other symptoms while at preschool, you will be notified to pick up your child immediately.

Returning to School Post-Illness

If a child is sent home from school, they may not return to school until the symptoms resolve **without** the use of medication or if a doctor's note clears them. If a rash persists that is not contagious, a doctor's note is required.

Medication Authorization

Medication will only be given with written permission and specific instructions from the parent or guardian. It must be in the original labeled bottle with the name of the child, date of birth, physician-prescribed by, and amount of dosage. There is no nurse on staff, so staff will administer medication.

Epi-Pen Information

If your child has an allergy that requires the possible use of an Epi-Pen, parents are responsible for supplying the school with the Epi-Pen and signing a form that authorizes the school the use of it. The administration of an Epi-Pen to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student. In addition, our preschool requires the written order of the prescribing physician shall include:

- The purpose of the medication
- The time at which the medication should be administered
- The length of time for which medication is prescribed
- The possible side effects of the medication

FIRST AID TRAINING REQUIRES US TO PHONE PARENT IF EPI-PEN IS ADMINISTERED.

Accident/Incident Reports

If a child is injured at school an Accident/Incident report will be written. A copy of the report will be sent home and the original will be kept on file. No names will be used if the incident involves another student. If the injury is significant a parent or guardian will be called to pick up their child. Parents will be notified of ALL injuries.

Discipline and Biting

We believe that discipline and guidance should be loving, consistent and based on an understanding of individual needs and development. Young children need the experience of interacting with each other on a consistent basis. Learning how to take turns and cooperate with others is an ongoing process for young children. Classroom discipline is exercised and maintained through a positive reinforcement-learning

environment. We will first redirect the behavior in a positive manner. If needed, the child will take a break from the classroom setting with the director or assistant director to talk about the action so it will be corrected and if needed, ask for forgiveness. We always try to work as a team with parents to make a child successful in the classroom. If necessary, a conference will be scheduled with the parents/guardians. Hitting, biting, and foul language will not be tolerated. Parents will be informed of any behavior problems or issues that happen during school. It is our goal to work with you to address and correct the behavior and prevent it from reoccurring. We reserve the right to dismiss a child for serious behavior problems and/or aggressive behavior. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

If biting is involved, we have a “3 Bite Rule.” If your child bites any other child three times, there will be a two-week break from Preschool with no tuition discount. Upon the child’s return, if another bite occurs, the child will be dismissed from our program as a safety precaution.

Part VI General Information

GDPR EU Rules and Regulations

May 25, 2018, implemented a new 'General Data Protection Regulation' (GDPR) that changes how we use your personal data and keep it safe as well as strengthens your rights over your own data. This new regulation ensures any sensitive or private information about yourselves, and your children stay safe. Your information will be used for school purposes only and will be deleted at the end of the school year. As part of our work to comply with the GDPR, you will be asked to give consent or not give consent as part of the registration packet. This information will be used throughout your child’s time at school. You may withdraw your consent at any time.

Outside Play

Outside playtime (or indoor fellowship hall) is a vital part of a child’s day and development. We consider outdoor playtime an extension of classroom learning. At least two staff will be supervising children at all times on the playground or downstairs.

Outdoor Temperature Policy

The students will go downstairs to the fellowship hall for organized center playtime if it is raining or the temperatures are not conducive to outside play. If there is snow on the ground and it doesn’t meet one of the indicators above, there WILL be outside time to play in the snow. Please dress or send proper attire accordingly.

Clothing

In order to help with independence and self-help skills, we ask that you send your child to school in clothes that he/she can maintain independently. Please dress your child in play clothes that are suitable for running, climbing, and other activities that are rigorous. Because the children are coming to school to paint, learn, and get creative we ask that you send them in clothing that is laundered easily. If a dress is worn, shorts MUST be worn underneath!

Toys from Home

No toys will be brought from home or stored in their backpack unless instructed by the teacher. Outside toys cause a distraction and the toy may be lost during the school day.

Four-Year-Old End of Year Celebration

At that end of the school year, there will be a FOUR’s Class end of the year celebration as a send-off to kindergarten. Parents are highly encouraged to attend and support their child during this exciting adventure in their education.

Birthdays

Birthdays are a special time for kids to celebrate. Please coordinate with your child's teacher about bringing in a special treat for the class to share.

How to Handle a Problem or Complaint

If a parent has a problem or complaint, it is the policy of the Preschool that it be directed to the attention of the FBP Director or the church Pastor. We encourage parents to make suggestions about the preschool's policies and programs so that we can improve our ministry to the community.

Part VII Family Involvement/Arrangements

Because cultural diversity and sensitivity are important at FBP, staff will actively use the information given to us by families to adapt to the environment, teaching methods, and curriculum to the families that we minister to.

Our staff is also sensitive to the nature of our community and the times that family members may be away. We work to support families during this time and help any way that we can. Please be sure to communicate with us about any change in your family situation or issues that may arise.

Parent Participation

Parents are a vital part of our ministry. We love volunteers and parent involvement in our classrooms. We just ask that, due to the nature of our classroom size, you coordinate with your child's teacher before you plan on helping.

Parent Communication

Weekly letters will be sent home with the students or emailed at the end of the school week. Monthly newsletters and any reminders or notices will be sent by email from the Director. If you need to change an email address or phone number, please notify the director as soon as possible to fill out the proper paperwork.

We ask that you email your teachers with any questions or concerns and refrain from calling or texting unless your child will be absent to respect their hours away from school.

Thank you so much for enrolling your child in Faith Baptist Church Part-Day Preschool. It is our hope that FBP can be a door that opens endless possibilities for your child to grow in their personal relationship with Jesus, as well as a great start to their educational adventure.

We promise to care for and nurture your child so that he/she feels safe and respected at all times. We appreciate you being a part of our Preschool family this school year!