



*Welcome to
Faith Baptist Church
Preschool
Kaiserslautern, Germany*

Parent/Guardian Handbook

2021-2022 School Year

Revised July 2021

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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 first hand 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 first hand 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

One-Year-Old Class (if offered)- 6 students/2 teachers

Two-Year-Old Class-12 students/3 teachers

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

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

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

1 Assistant Director

1 Director

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

Part II Program

Office Hours

Tuesday, Wednesday, Thursday 0800-1400

Preschool Classrooms

We have one One-Year-Old classroom, one Two-Year-Old classroom, and six Preschool classrooms with a total maximum enrollment of 70 students.

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

Tuition and Fees

Tuition is on a yearly budget set by the director and financial secretary of the church. In order to stay on budget, your contract is binding for the entire school year.

Tuition each month:

*Two-Year-Old Class- €240 per month, from September-May

*Preschool (3's and 4's)

September = Book and Supply Fee (€150,00) + Monthly Tuition (€240,00) = €390,00

October-May tuition= €240,00 per month

*Preschool Plus

September = Book and Supply Fee (€150,00) + Monthly Tuition (€300,00) = €450.00

October-May tuition= €300,00

Sibling Discounts

The younger or same-aged sibling will be given a discount at a rate of 10% off per month. Monthly payments: €216.00. If paid by September the yearly discounted rate is €1824.00.

All tuition payments are made on the 1st of the month. A late-fee of €15,00 will be charged if received after the 8th of the month.

The one time book and supply fee, as well as monthly payments are to be made by bank transfer.

If for some reason you are unable to make the payment by bank transfer, please see the director.

Bank Transfer Information

Empfanger: Faith Baptist Preschool

IBAN: DE 91 5009 2100 0000 1188 34

BIC: GENODE51BH2

Reference Line: your child's name

Records on File

Your child's records are kept in a locked file cabinet in the preschool office. This office is locked except during school hours or when staff is present. Your child's file is considered confidential and only the director and assistant director have access to it.

The file will only be reviewed to ensure medical and family information is correct and up to date. Under certain circumstances, your child's teacher may also have access to the files if your child has any individual or special needs that need extra attention.

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.

Withdrawal

It is important that you provide documentation explaining why you are dis-enrolling 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 €240,00 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 €70 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 in order 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. If the church has an event where the preschool classrooms and/or areas normally used by the preschool, 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 at the preschool office door and can be given out upon request.

Arrival and Departure/ Shared Facility/ Parking

Faith Baptist Preschool is a shared facility, so please be responsible and respectful during these busy times in the foyer, restrooms, and hallways.

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 and can only be entered by ringing the "Preschool" doorbell. Parents are asked to enter and exit through the parking lot (non-playground) side of the church. Drive slowly and use caution when entering and exiting and walking in the parking lot. There are a lot of little ones that may be hard to see or leave their parents. Parents must walk their children into the building and down the preschool hallway to the restroom. This is a busy time, but it is very important that the children use the restroom before the school day begins. All children must wash hands with soap and water (not hand sanitizer) before entering the classroom. This is the best possible defense for stopping the spread of germs brought in from outside sources.

Parents must sign in at the child's classroom to indicate their child has arrived for the day. We ask that parents do not enter the classrooms. Make it a quick and loving good-bye. Teaching children independence begins with them putting their own belongings away. This also allows the teachers to better utilize instructional time by starting the school day in a prompt manner. We ask that parents not linger at the doors to talk to their child or the teacher. If you would like to set up a meeting with your child's teacher, please do so at the appropriate time.

When practiced each day, a routine is set which will provide your child with a sense of security and independence. Please keep teachers informed about the child's mood, changes in your family situation, or anything you think might affect the child's behavior at school. If you have any questions or concerns, please set-up a meeting with your child's teacher after all the children have been dismissed or through an email. Our teachers' main focus is on the needs of the children at the start of the school day.

Departure

We ask parents not to linger in the foyer or allow your child(ren) to run around or climb on the furniture after drop-off and pick-up. Not only does this keep the noise level down, but it also helps us to be respectful of other ministries and educational programs that are in session. In addition, the playground is only for school use during the facility operating hours. Children will only be released to a parent or person designated by the parent on the enrollment form and they must show picture I.D. There are no exceptions to this rule. Your child's safety is our main concern.

Two-Year-Old class parents will walk directly back to the classroom to pick up your child.

All Preschool classes (3 and 4 y/o classes) will wait in the foyer for the teacher to dismiss your child to you.

Preschool Plus classes will meet the parent or designated pick-up at the door at 1400 where the teacher will dismiss them.

Addendum for past School Year
May be adjusted for 21-22 SY
PROCEDURES BELOW FOR
ARRIVAL/DISMISSAL PROCEDURES

Drop-Off and Pick-Up Procedures

For the past school year, we changed the procedures of drop-off and pick-up to keep everyone healthy and abide by the COVID-19 rules and regulations set forth by Rheinland-Pfalz. We appreciate you implementing this new plan and being patient as we make it run smooth.

Morning: The doors to the church will open for drop-off at 0920 and close at 0930 for the classes to start in a prompt manner and without distractions.

Afternoon: 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 enrollment form and they must show picture I.D. There are no exceptions to this rule. Your child's safety is our main concern.

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 and before dismissal.

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!

Please do not leave children unattended in cars during drop-off or pick-up. It is also important that your child remains with you in the parking lot. While in the parking lot, please hold your child's hand and drive slowly. If you need any assistance during these times, please ask the preschool office.

Curb Service

We offer curb service to parents, grandparents, and babysitters who have babies/toddlers in the car that do not attend preschool. If you have small children in the car, please feel free to use the service. Let us know if you would like to take advantage of this ahead of time so we can plan our schedule accordingly.

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 or call with the pick-up person's information. 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.

No Military Uniforms

Because the GOFB, all commanders prohibit the wear of military uniforms when off U.S. or HN installations. Our policy is that no parents/guardians may drop-off or pick-up children in a military uniform. In extenuating circumstances please contact us and we will walk your child to and from the car.

Part IV Program

Curriculum

The Two-year-Old class is a play-based program that loosely follows a scope and sequence with the “ABC Jesus Loves Me” curriculum. There is plenty of time to socialize and play alongside peers of the same age.

Our faith-based preschool program for 3-4, 4-5, and Preschool Plus follow a chronological Bible scope and sequence with a focus on a letter that teaches the children starting with creation and continuing with his life on earth and after the ascension to heaven.

We use a hands-on approach to provide positive learning experiences by teaching a weekly or bi-weekly theme. Each room has scheduled times for group play, one on one pull out during center times, art, sensory experiences, music movement, science, imaginative play, etc.

We focus on language development through reading aloud stories, engaging with the students during free play, conversational lunchtime, and special times for children to pray together and share about themselves. The children will also be given individual classroom responsibilities to teach independence and care of the school.

Curricular decisions are closely linked to and are shaped by on-going assessments and observations made by the teams and staff. Such decisions are based on the fundamental concepts of the curriculum being age-appropriate, individually appropriate, and culturally relevant. We use guidelines and curriculum based on theory and research in child development, family studies, and early childhood education.

Daily Schedule

Each classroom follows a similar daily schedule in each age group. Depending on the teaching style and preference, the activities can vary by teacher. You will be given a daily schedule for your child’s particular classroom during orientation time. This is a rough guideline.

Two-Year-Old Class

Activity	Staff Responsibility
0920-0935 Restroom and Wash Hands	Be ready for start of day
0920-0935 Arrival Time	Greet students and parents, have toys for children to play with
0935-0950 Circle Time/Music and Movement	Gather children together, morning carpet time, music and movement, encourages children to be involved
0950-1000 Prepare for Outside Play	Help get dressed for outside play, line children up quietly before exiting the hallway
1000-1030 Outside Playtime	Supervise outside playtime or inside if weather does not cooperate
1030-1045 Diaper Change/Potty Break	Changes diapers, takes to the restroom if potty trained
1045-1130 1’s-Free Play	Participate in focusing children’s attention on teacher directing activity, singing, staying on carpet for story time, and encourage

2's-Bible Story, Centers, Read Aloud	participation of all children.
1130-1200 Munch and Mingle Lunch	Supervise hand washing and help with lunch as needed. Sit and engage with children at the tables, assist with clean up after lunch. Staff offers alternate activity for those finished with lunch early.
1200-1230 Indoor Exploration and Prepare for Dismissal	Assist children with choices when necessary, discuss and motivate cooperation, creativity, and positive social interaction.

Preschool 3's & 4's

0920-0935 Arrival	Teachers prepare for arrival, greet students and parents
0935-1025 Morning Activities	Morning circle time, Bible Story, Centers, individual pull out; encourages student participation
1025-1035 Prepare for Outside 3's	Restroom break, dress for outside
1035-1105 Outside Play 3's Centers 4's	Supervise children on playground, or if inside prepares centers for the children in fellowship hall
1105-1130 Lunch 3's Outside Play 4's	Read aloud story, leads students in music and movement or activity
1130-1200 Lunch 4's Centers 3's	Munch and Mingle Lunch; Supervise hand washing and help with lunch as needed. Sit and engage with children at the tables, assist with clean up after lunch. Staff offers alternate activity for those finished with lunch early.
1200-1225 Indoor Exploration	Assist children with choices when necessary, discuss and motivate cooperation, creativity, and positive social interaction.
1225-1230 Dismissal	Helps students to leave for the end of the day, walk class to foyer for individual dismissal

Preschool Plus

0920-0935 Arrival	Teachers prepare for arrival, greet students and parents
0935-1025 Morning Activities	Morning circle time, Bible Story, Centers, individual pull out; encourages student participation
1025-1035 Prepare for Outside	Restroom break, dress for outside
1035-1105 Outside Play	Supervise children on playground, or if inside prepares centers for the children in fellowship hall
1105-1130 Story/Music and Movement	Read aloud story, leads students in music and movement or activity
1130-1200 Lunch	Munch and Mingle Lunch; Supervise hand washing and help with lunch as needed. Sit and engage with children at the tables, assist with clean up after lunch. Staff offers

	alternate activity for those finished with lunch early.
1200-1400 Indoor Exploration Outdoor Play Centers	Assist children with choices when necessary, discuss and motivate cooperation, creativity, and positive social interaction.

Nutritious Munch and Mingle Lunch

This lunchtime provides an additional social opportunity for the children through conversation and fellowship. It will also allow them to become independent eaters while building responsibility through meal set up and clean up. All students must have a nutritious lunch from home brought to school every day. If no lunch is brought; the student cannot come to school. We do not have the facilities to heat or keep lunches refrigerated, so ice packs are recommended. 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. We know that pre-packed lunches and packaged foods are extremely convenient, but in the process, they also lead to excess trash and overflowing landfills.

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

For more information about how to pack a waste-free lunch, you can search online for more ideas and tips. We appreciate your cooperation in helping us be examples of how we can take better care of our environment.

Preschool Plus

Preschool Plus classes consist of two four-five-year-old classrooms with a total of 18 students. The classes take place is on Tuesday, Wednesday, and Thursday from 0930-1400. The cost per month is €300,00, with a €150,00 book and supply fee. These fees include a snack and all supplies needed for the year.

Follow “Munch and Mingle” lunch procedure as described above.

Each month will follow a theme that incorporates the Bible, letter, and number curriculum covered in all four-year-old classrooms. 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.

Separation

Separation anxiety is normal for children at young ages. The 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 introducing 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 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-year-old 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 3 and 4-year-old classes.

The child 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 to be fully potty trained, does not reach the toilet on time when 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 in 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 €240,00 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 window, lock their door, and have the children sit in a quiet manner until they get are cleared.

Ministry Safe

Each of our staff members has completed a 5-Part Safety System that includes Sexual Abuse Awareness Training, Skillful Screen 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 need any of your contacts and the child needs immediate care, a staff member and/or the director will accompany the child to the emergency room and remain there until a parent or guardian arrives.

Power of Attorney Medical Release Form

This form gives the staff the ability to accompany the child to the emergency room for care until the parent or guardian arrives. The staff or director will not make any major medical decisions in the hope that a parent or guardian would be reached in the elapsed time.

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 30 minutes later at 1000 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 safe. 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 dramatically.

Extended School Closure

In the event of extended school closure due to government restrictions, weather, 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 dis-enroll 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

All of our staff is 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° 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 with the child's registration packet. 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 individual needs and development. Young children need the experience of interacting with each other children 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 are not 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 dis-enrolled 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. As part of our work to comply with the GDPR, we are seeking consent for using photographs or videos of your child on our website, internal displays, or any other school materials. A GDPR form is included in the registration packet and must be signed and dated. 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. If by chance a toy is brought in, it will be stored in the director's office and given to the parent upon pick-up.

Family Field Trips

We strive to plan a family field trip at some point in the school year. Parents or guardians are responsible for getting the child to the location and staying with them during the duration of the field trip. If for some reason you are not able to come to the field trip, this is counted as a school day and is not refundable. The preschool ministry covers field trip costs.

Fall/Winter and Spring Program or Event

Each year the Preschool has two program performances for 3 and 4-year-old preschool families. The programs are during normal school hours, but may end earlier than a normal school day. After the program, there is a reception in the fellowship hall where parents and teachers can fellowship together.

Four-Year-Old End of Year Celebration

At that end of the school year, there will be a 4-year-old 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. We ask for no cupcakes, as they can be extremely messy. We recommend that you select a nutritious snack to share that complies with any food allergies within the classroom.

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 out any way that we can. Please be sure to communicate with us about any change in 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 out.

Parent Communication

Weekly letters will be sent home with the students or emailed at the end of the school week. There is also a parent board located next to the preschool director's office that has any new information that the parents may need to know. 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.

Parent/Teacher Conferences

In March, there will be an opportunity to sign up for parent/teacher conferences for preschoolers aged 3 and 4 to discuss your child's progress. During the conference, you will review and receive a copy of the evaluation completed by the teacher. If this is something you would like to do, please contact your child's teacher directly to schedule a time.

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 up 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 they feel safe and respected at all times. We appreciate you being a part of our Preschool family this school year!

Please sign and date the form on the following page to acknowledge you have read and understand the rules and policies set forth by Faith Baptist Church Preschool.

Thank you!

Please sign, date, and return the following portion to notify us that you are aware and will comply with our rules and policies. Thank you for your cooperation in making this school year a success!

I, _____, parent of, _____

Have read the FBC Preschool Parent Handbook. I understand the rules and policies for the 2020-2021 school year. If I have any questions or concerns, I will contact the director or Pastor Starr directly.

Print Name: _____

Signature: _____

Date: _____