

# **Flat Creek Baptist Church Weekday Preschool**

Parent Handbook  
2021-2022 School Year

161 Flat Creek Trail  
Fayetteville, Georgia 30214  
[www.flatcreekbaptist.org](http://www.flatcreekbaptist.org)

April 1, 2021

Dear Parents,

Welcome to Flat Creek Baptist Church Weekday Preschool! The teachers and I are excited to have your family as part of our preschool program this year. This handbook contains helpful information, policies, procedures, curriculum, and other important information you will need throughout the year. Please read this handbook before the start of the school year.

Our early childhood teachers are committed to offering your child an age-appropriate, Christian education. We are dedicated to your child and will encourage them to explore and discover God's wonderful world.

Thank you for sharing your precious children with us this year. We will pray with them, play with them, learn with them and love them!

If you have any questions, please feel free to contact me.

In Christian Service,

A handwritten signature in black ink that reads "Christina Keown". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Christina Keown  
Director of Weekday Preschool  
Flat Creek Baptist Church

## **Philosophy**

We believe Psalm 127:3, “children are a gift from God,” and that Flat Creek Baptist Church Weekday Preschool can provide an environment in which children may grow “in wisdom and stature and in favor with God and man” (Luke 2:40). Through these beliefs, we are dedicated to love and nurture each child as they are encouraged to develop socially, spiritually, emotionally, intellectually, and physically.

## **Mission Statement**

The mission of Flat Creek Baptist Church Weekday Preschool is to provide a quality Christian program within the church setting that will promote the maximum growth and development of each child.

1. To meet his/her social, emotional, physical, cognitive, and moral development needs through age-appropriate curriculum and materials.
2. To provide a safe, healthy, and stimulating environment in which to play and learn.
3. To facilitate sturdy growth by providing adequate space, freedom of movement, and daily routine.
4. To foster self-esteem through love and acceptance.
5. To introduce opportunities for social interaction.
6. To help children develop self-discipline and problem-solving skills.
7. To guide and encourage independence.
8. To encourage creativity.
9. To allow children to achieve all the preceding and to hear and learn about God’s love in a Christian environment of love and concern.

## **Contact Information**

Church Office	770-487-4890
Weekday Preschool Front Desk	770-487-7368
Weekday Preschool Director’s Office	770-687-4327
Weekday Preschool Director’s Email	<a href="mailto:christinak@flatcreekbaptist.org">christinak@flatcreekbaptist.org</a>

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## **Policies and Procedures**

### **Absences**

Attendance is vital to the success of a student at any age and younger children thrive on routine. Poor attendance can cause a lapse in routine and children can easily fall behind their peers. If your child is well, please make sure they attend each school day. Please contact your child's teacher or the preschool office if your child is to be absent from school regardless of the reason. Also, please notify the school promptly if your child has a communicable disease or illness so that notices of possible exposure can be sent out.

### **Admissions**

Children from age 2 through age 5 are accepted without regard to race, sex, color, religion, or national origin.

Children with special needs are evaluated on an individual basis. Please notify the school of all special needs at registration. If we feel a child's needs exceed our training, equipment, or other circumstance, the parent or guardian will be notified. We want all children to succeed and part of this is making sure they are placed in the proper learning environment.

### **Available Classes and Tuition**

Two year old (2 days per week/Tues and Thurs)                      \$1,550/year or \$155/10 months  
Must be age 2 by September 1, 2021

Three year old (3 days per week/Tues, Wed, Thurs)                      \$1,750/year or \$175/10 months  
Must be age 3 by September 1, 2021

Four year old (4 days per week/Mon, Tues, Wed, Thurs)                      \$1,950/year or \$195/10 months  
Must be age 4 by September 1, 2021

Tuition can be paid annually or monthly. Monthly tuition is due on the first operational school day of the month. If tuition is paid late, 5 days after the first operational school day of the month, a late fee of \$15 will be charged.

Tuition can be paid by check or by using the PushPay option on our website. Please make checks out to Flat Creek Baptist Church Weekday Preschool and include your child's name on the memo line. If using PushPay be sure to select the Preschool Tuition option before submitting. You must also include a \$3 processing fee when using PushPay for preschool tuition. Checks returned or denied online payments for any reason will result in a \$35 charge to cover bank fees.

No tuition refunds will be made for short or long term absences. In the event of an extended absence for any reason, monthly tuition must be paid in order to reserve your child's spot in the class. If a one time annual tuition payment was made and the child officially unenrolls from the school, a prorated amount may be refunded from the date of the official unenrollment to the end of the school year. To officially unenroll, a parent or guardian must submit a dated and signed letter of intent to the preschool director.

## **Birthdays**

We understand how excited preschoolers are to celebrate their birthdays and each student will receive special recognition on that day, however, we do not have birthday parties at the school. Please do not send party favors such as balloons or decorations. We do allow cupcakes, cookies, or cake to be sent for snack time and the class will sing Happy Birthday at that time. Due to allergy concerns, these must be store bought, labeled with ingredients and nut free.

Birthday party invitations cannot be given out at school unless the entire class is invited.

## **Chapel**

Each Wednesday the three and four year old classes attend Chapel in our church worship center with our Children's Minister. They enjoy Bible stories and worship through song and fun activities. The two year old class does not attend Chapel.

## **Child Abuse**

We are required by law to report any suspected abuse, neglect, exploitation or deprivation of a child to the Department of Family and Children's Services.

## **Clothing**

Please have your child wear comfortable clothing that is appropriate for the weather and season. Keep in mind that weather permitting, children will play outside each day. Please make sure all jackets or other removable clothing items are labeled with your child's name. Shoes should have rubber soles and be appropriate for outdoor play. No flip-flops, as this can be hazardous on the playground equipment. If a dress is worn, please make sure there is appropriate shorts worn under the dress.

A change of clothing, including underwear, for all children should be sent to school in a Ziploc bag labeled with your child's name. These will be kept in the event your child's clothing becomes wet or soiled. If these clothes need to be used, please send another set of clothes to the school. Clothes will be sent home at the end of the year.

## **Communication**

Communication between home and school is essential to your child's school success. We ask that tuition, notes concerning changes in pick-up routines, or any other correspondence from home be placed in your child's communication folder that will be provided by the school. These folders should always remain in your child's backpack.

## **COVID 19**

We are continuing to monitor the COVID 19 situation as it evolves. Our top priority is to ensure the safety of our students and staff. We follow the guidelines and recommendations provided by the CDC and the Georgia Department of Education. Please note that this policy is temporary and could change.

### **What are we doing?**

1. To reduce the number of people students come into contact with, we have made the following changes:
  - a. Only one class is allowed on the playground at a time.
  - b. No sharing of classrooms or restrooms.
  - c. Classes must be distanced from each other during Chapel time in the worship center.
  - d. Classes will be distanced from each other during dismissal.
  - e. Students will be spaced out in the classrooms as much as possible.
2. Much of preschool learning is hands on. With this in mind our teachers will require students to wash their hands frequently throughout the day. Including, but not limited to, when they first arrive at school, before and after a shared center activity, after using the restroom, before snack time, or any other time the teacher feels it is needed. If hand washing is not available, hand sanitizer will be substituted.
3. Students will have separate and unshared classroom supplies.
4. Assistant teachers have been tasked with frequent sanitizing of surfaces in the classroom and restrooms.
5. Water fountains are not in use. Students are given a disposable cup at snack time or as needed throughout the day. It is encouraged that parents provide a labeled water bottle each day.

### **What should my family do?**

1. Your child should stay home if he or she has a fever of 99.5 degrees or higher. A child must be fever free for 24 hours before returning to school, regardless of what illness they have.
2. Your child should stay home if he or she has had a respiratory infection, persistent cough, regular sneezing, shortness of breath, vomiting or diarrhea within the last 24 hours.

3. Your child should stay home if in the previous 14 days he or she has knowingly come in contact with someone who has a confirmed diagnosis of Covid-19 or is suspected of having Covid-19.
4. Your child should stay home if someone in your child's household has symptoms of or has been diagnosed with COVID-19. Your child must stay home for 14 days and be symptom free 72 hours before returning to school.
5. Your child should stay home for 14 days and be symptom free for 72 hours if he or she has been diagnosed with or is suspected of having COVID-19.
6. Your child should stay home for 14 days after international travel.
7. If you child has any illness, please notify your child's teacher immediately.

### **What will happen if there is a confirmed case in the school?**

If a staff member or student has a confirmed case of COVID-19, that person must stay home for 14 days and be symptom free for 72 hours before returning to school. At that time, a targeted closure of that class may occur. Parents will be notified as soon as possible of exposure and will be given guidance on how to proceed.

We will follow Fayette County Schools in the event of a system wide voluntary closure and will follow any state mandated closures.

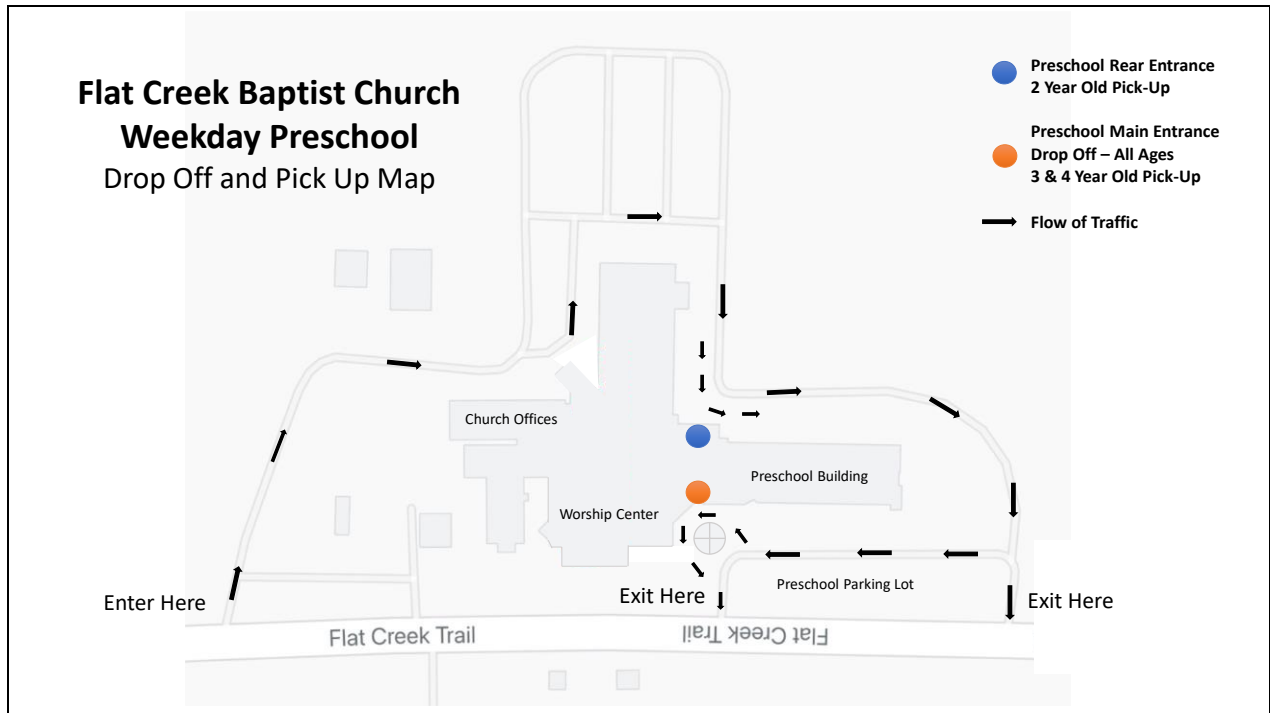
## **Curriculum**

All classes use the WEE Learn curriculum. This program is a developmentally appropriate and comprehensive weekday curriculum for preschool-age children that is grounded in evidence-based educational practices. WEE Learn is designed to lay a foundation for biblical understanding as well as academics such as pre-reading, pre-writing, phonics, and number skills. Our teachers use a variety of teaching methods such as centers, hands-on activities, and play to reinforce learning.

In addition to this curriculum, each classroom includes books, puzzles, blocks, manipulatives, home living areas, and centers for art, music, science and nature. Children also participate in creative arts, listening activities and outdoor play time.



## Drop Off/Pick-Up Map



### Drop Off/Pick Up – Two Year Olds

Parents can enter the building at 8:55 am through the front preschool entrance only. Do not enter through the main church entrance. Drive through drop off begins at 8:55 am. After the first week of school, parents are encouraged to use the drop-off line instead of walking their child to class. If you wish to walk your child into the building you must first park your car in a designated parking space not blocking the drop off/pick up line. A faculty member will be there to help your child to class. Never leave a child unattended in the drop off line. Drop off ends at 9:10 am. If you arrive after 9:10 am, you will be required to park your car and walk your child to their classroom.

Pick up for two year olds will begin at 11:45 am at the rear entrance of the preschool building. Pick-up ends at 12:00 pm. If you arrive after this time there will be a late fee of \$10.00 for the first 15 minutes and \$5.00 for each additional 5 minutes. A child whose parent/guardian has not arrived by the end of pick up will be sent to the Director's office until the parent/guardian arrives.

To pick up your child in the pick-up line you must display your car rider tag. These will be given out at open house. These tags must be displayed in your car windshield during pick-up. If you do not have this tag you will be required to show identification. Children will only be dismissed

to adults with a car tag or whose name appears on the authorized child pick form. Please make sure this information is kept current with the preschool office.

## **Drop Off/Pick Up – Three and Four Year Olds**

Parents can enter the building at 8:55 am through the front preschool entrance only. Do not enter through the main church entrance. Drive through drop off begins at 8:55 am. After the first week of school, parents are encouraged to use the drop-off line instead of walking their child to class. If you wish to walk your child into the building you must first park your car in a designated parking space not blocking the drop off/pick up line. A faculty member will be there to help your child to class. Never leave a child unattended in the drop off line. Drop off ends at 9:10 am. If you arrive after 9:10 am, you will be required to park your car and walk your child to their classroom.

Pick up for three and four year olds will begin at 12:00 pm at the front of the preschool building. Pick-up ends at 12:10 pm. If you arrive after this time there will be a late fee of \$10.00 for the first 15 minutes and \$5.00 for each additional 5 minutes. A child whose parent/guardian has not arrived by the end of pick up will be sent to the Director's office until the parent/guardian arrives.

To pick up your child in the pick-up line you must display your car rider tag. These will be given out at open house. These tags must be displayed in your car windshield during pick-up. If you do not have this tag you will be required to show identification. Children will only be dismissed to adults with a car tag or whose name appears on the authorized child pick form. Please make sure this information is kept current with the preschool office.

## **Emergency Closures**

Flat Creek Baptist Church Weekday Preschool will follow the school calendar provided with the exception of emergency closures. Emergency closings of school due to storms, snow, etc., will follow the same procedure as Fayette County Schools. Fayette County Schools will announce closures on their website, Facebook page, and through local TV stations and we will announce closure on the Flat Creek Baptist Church Weekday Preschool Facebook page.

## **Field Trips**

Field trips are a valuable educational aid for children. We currently only provide educational field trips for our four year old class. Church buses are used for field trips and only driven by authorized drivers. Our buses do have seat belts and children are required to use them. Parent chaperones are needed for field trips, but siblings or other children are not allowed to attend.

## **First Aid and Emergency Procedures**

All teachers and assistants employed by Flat Creek Baptist Church Weekday Preschool have taken CPR and First Aid classes. Minor scratches and scrapes are treated with soap and water and an adhesive bandage. More severe conditions result in a call to the parent to come and check whether a visit to a doctor is warranted.

In the case of an illness or accident, the school will attempt to contact a parent or guardian for direction of treatment. In the event a parent cannot be reached or when the judgement of staff deems it necessary, emergency medical personnel will be called. The school when then proceed as advised by emergency medical personnel.

## **Immunizations**

The Fayette County Health Department and the Georgia Department of Human Resources require that we have on file your child's Certificate of Immunization, form #3231. This can be obtained by your child's physician or the local Health Department. This form must be turned in with the registration packet for your child to have a spot reserved for the upcoming school year. Children must have up to date immunizations to attend our school.

## **Medications**

Flat Creek Baptist Church Weekday Preschool does not administer medication of any kind to the children of the preschool. If a child needs a medication, a parent must come to the school and personally administer the medication.

## **Notice of Exemption**

Flat Creek Baptist Church Weekday Preschool is not licensed by Bright from the Start: Georgia Department of Early Care and Learning and is not required to be licensed. The program is not regulated and may not be routinely inspected. Exemption Provider Number: EX-53871

## **Personal Belongings**

Children are not allowed to bring personal belongings from home to school. The preschool cannot be responsible for these items nor can we ensure the safety of other children if we allowed personal belonging to be brought to school. Exceptions to this rule can be made by a teacher for her class only, such as a show and tell day, and will be communicated to parents by your child's teacher.

## Registration

Registration for a school year opens in the spring and will remain open throughout that school year. Classes are filled on a first come, first serve basis. All registration forms must be completed and fees received for a registration packet to be processed and a child to be placed in a class. Parents are responsible for keeping the school informed of any changes to the information turned in during registration. Such as, contact information, child's physician, work locations, child's health status, any changes in family situations, etc. The registration packet is located on our website.

## Room Parent

Each class will ask for one parent volunteer to serve as room parent. Room parent responsibilities will vary from class to class but the person in this role can typically expect to assist with holiday parties, coordinate parent volunteers for special activities, and other teacher requests. Room parent communication with parents, such as letters or online sign-ups, must be approved by the Preschool Director prior to being sent.

## Scholarship Information

The Joan Priester Preschool Scholarship is available for families in need. This scholarship is a need based, limited scholarship. Applications are accepted until June 1<sup>st</sup> for scholarships awarded starting in the fall. For more information on this scholarship, please contact the FCBC Preschool Director.

## School Emergencies

Contingency plans for school emergencies are posted in each room of the preschool. Fire, bomb threat, and tornado drills are held during the school year. Parents on the premises at the time of the drill must participate. If there are building malfunctions such as heat, electricity or water for over thirty minutes, parents will be notified to pick up their children.

## School Hours

Two year old class	School Hours 8:55 am - 11:45 am Drop off 8:55 - 9:10 am/Pick up 11:45 am - 12:00 pm
Three and Four year old classes	School Hours 8:55 am - 12:00 pm Drop off 8:55 - 9:10 am/Pick up 11:45 am - 12:00 pm

## **Seat Belt Policy**

Teachers are not allowed to buckle a child's seat belt or car seat belt during pick-up. If a child needs assistance with their seat belt parents must move out of the pickup line and park their vehicle in a designed parking spot before assisting their child. Please do not exit your vehicle during drop-off or pick-up time.

## **Security**

All doors to the preschool and church are locked during operating hours. Parents should enter only through the preschool building, not the church main entrance. To enter the building, press the call button located on the door and give the receptionist your name and intentions. A staff member will be called to let you in the building. You may be required to show identification.

Parent visitors or volunteers will be given a visitor sticker identifying them as being allowed in the building and must wear it during the duration of their visit.

## **Snack Time**

Each class participates in a mid-morning snack time. Water is provided by the school but we do encourage that each child bring their own water bottle labeled with their name daily. Parents provide snacks for the entire class on a rotating basis. Your child's teacher will contact you about signing up. Our school is a nut free school, so no snacks containing nuts or snacks made in a facility with nuts can be brought in. We do encourage healthy snacks such as fruits, raw vegetables and cheese. All packaged snacks must be sealed and unopened. No homemade snacks due to allergy concerns.

## **Supply List**

Supply lists for each class will be posted to our website before the start of the school year. We ask that parents please provide the items on the list at open house or the first day of school.

## **Wellness Policy**

A child who has exhibited any of the following symptoms within the previous 24 hours is possibility contagious and should not attend school. If a child exhibits any of the following symptoms while at school, a parent or guardian will be called to pick up the child.

- Fever, rash, or skin infections
- Clear, runny nose that cannot be related to a known cause, such as an allergy
- Common cold, sore throat, or cough

- Runny Nose with colored discharge
- Diarrhea, vomiting, or upset stomach
- Sore or discharging eye, pinkish in color

If it is suspected that a child has lice, the parent will be called to pick up the child. The child will not be allowed to return to school until treated or has a doctor's note. If a case of lice is found in your child's class, parents will be notified.