



FLAT CREEK

BAPTIST CHURCH

WEEKDAY PRESCHOOL

Parent Handbook
2024-2025 School Year

161 Flat Creek Trail • Fayetteville, Georgia 30214
www.flatcreekbaptist.org 770-487-4890

March 1, 2024

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, sweeping underline.

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 Director’s Office	770-687-4327
Preschool & Children’s Ministry Assistant’s Office	770-687-0954
Weekday Preschool Director’s Email	christinak@flatcreekbaptist.org

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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 and Registration

Classes are filled on a first come/first serve basis. Students placed on a wait list will be added by the order in which they were placed on the list.

Children from ages 8 weeks through age 4 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.

Registration for a school year opens in the spring and will remain open until the following Spring Break. We do not accept students after Spring Break because there are only a few weeks left in our school year at that point. All registration forms must be completed and fees received for registration to be processed and a child to be placed in a class. Registration fees are non-refundable. 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. Registration instructions are located on our website.

Accident Policy

In the event of a student accident, regardless of severity, a teacher will complete the Ouch Report. Ouch Reports must be signed by the teacher, parent and director and kept in the student's file. Parents are welcome to make a copy of the report or request a copy. If a teacher feels the accident should be reported to a parent quickly, then the teacher or director will call the parent immediately but also fill out the Ouch Report. In the event of a serious accident the teacher or other staff member will call emergency medical personnel and notify the parents.

Animal Policy

Animals are not allowed to be brought on campus by parents or students. This includes riding in the car when dropping off or picking up students. Animals may be brought to campus by teachers but only with prior approval from the director. Animals may also be brought on

campus by a third party for curriculum enhancement purposes or other activities with prior approval. If your student has allergies to animals, please include this information when registering.

Behavior/Student Code of Conduct/Disciplinary Procedures

Physical Behavior Issues

We understand that biting is a common behavior and a natural development phase in children. Children are constantly monitored to prevent biting; however, it can still occur. Children who are bitten are evaluated for medical treatment and consoled if upset. Parents are notified via an Ouch Report sent home in their child's folder if the incident is not severe. Parents may be contacted via phone if the bite is more serious. Some communicable illnesses can be transmitted by a bite, and professional medical evaluation is recommended.

Children who bite, hit, push, kick, or have any form of negative physical contact with another child or teacher will be told verbally that this behavior is unacceptable. If a child continues, the teacher may take steps to correct the behavior and protect other students. Parents will be notified of each physical incident and asked to help correct the behavior. Physical behavior issues can potentially be a very serious safety issue. If a child's physical behavior issue cannot be resolved, it can be a reason for dismissal from our program.

Aggressive, Bullying and Noncompliant Behaviors

Aggressive or bullying behaviors by students towards teachers, staff or other students is not permitted. Parents of students showing aggressive, bullying, or noncompliant behaviors will be notified by the teacher. If a formal plan to encourage positive behavior is recommended by the teacher or administration, it must be agreed upon by parents or guardians before implementation. If aggressive, bullying, or noncompliant behavior continues it can be a reason for dismissal from our program.

Parent behavior toward teachers and staff must be respectful and non-aggressive. Aggressive behavior by parents is not permitted and is a reason for dismissal from our program.

Student Code of Conduct

Students are expected to:

- Not intentionally harm themselves or others
- Be kind to others
- Not bring any dangerous items to school
- Follow directions based on age appropriateness
- Not leave the classroom/playground without permission
- Not hit, spit, bite, push, kick, or physically harm others
- Not verbally harm others (i.e., bullying, name calling)
- Participate in classroom activities
- Follow playground rules

- Not throw items
- Not use offensive or obscene language
- Not intentionally destroy school property
- Be fully potty trained, with no accidents, in a 3 or 4 year old class

If the Student Code of Conduct is violated, a parent will be notified by phone, or another means of direct communication. Continued violations may result in the student being placed on a behavior improvement plan or dismissed from school.

Disciplinary procedures are not limited to the above, and the administration has final discretion in decisions involving school expulsion. Re-enrollment can be denied based on past behavior violations.

Flat Creek Baptist Church Weekday Preschool wants every student to succeed. We currently do not have special needs professionals on staff. If a child's behavior or other needs are out of the scope of our teacher's training, the child may be denied admission or dismissed from school. The preschool has contact information for resources in our community and other schools who serve students with special needs. Referrals for services or other schools are available by request.

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.

Certification

Flat Creek Baptist Church Weekday Preschool is exempt from being a licensed facility. See Notice of Exemption. However, the preschool voluntarily participates in the Preschool of Excellence certification provided by the Noonday Baptist Association. This certification requires preschools to meet operating standards in the areas of health, safety, curriculum, administration, facilities, and training. In addition to this school certification, our teachers are trained annually in the areas of curriculum, CPR/First Aid, mandated reporting, and participate in ongoing continuing education.

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, students 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.

Teachers also utilize online communication using our school app. You will be sent home information at the beginning of the year with instructions on how to download and use the app. This app can be used for direct private communication with your child's teacher. Teachers can also send out class-wide announcements and reminders.

The preschool sends home a monthly newsletter called Parent's Scoop via our app, that includes upcoming events and reminders.

The preschool uses online communication via our website and social media accounts. The website has important information such as our calendar, registration information, the Parent Handbook, supply lists, and more. Social media accounts are used to share school wide updates, events, and showcase some of the amazing things our students do while at school.

Parent/teacher meetings regarding communication about care-giving issues, health concerns, educational items, and behavior issues can be scheduled by a parent, or a teacher as needed.

Teachers are not permitted to give our personal contact information such as email addresses or phone numbers. Please communicate with your child's teacher via the app, communication folder, or call the school office.

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. A sample of this curriculum is available on our website.

The 4-year-old class uses additional curriculum in the areas of math, handwriting and phonics. These curriculums are designed to prepare 4-year-olds for kindergarten.

Curriculum Enhancements

Each classroom is equipped with books, puzzles, blocks, manipulatives, home living and dramatic play areas, and centers for art, music, science, and nature. Children also participate in creative arts, listening activities, music and movement and indoor and outdoor play time as part of their daily routine. In addition to these enhancements, the following are also part of the curriculum. Curriculum enhancement may change throughout the year.

Chapel

Each week the 3 and 4-year-old classes attend Chapel services. They enjoy Bible stories and worship through song and fun activities.

STEM (Science, Technology, Engineering, & Math)

The WEE Learn curriculum for four-year-old classes has a built in STEM enhancements. These activities focus on introducing science, technology, engineering, and math concepts.

Let's Find Out/My Big World

The preschool subscribes to Scholastic's *Let's Find Out* and *My Big World* magazine. This monthly publication is available in our 3-year-old classes and 4-year-old classes.

Music & Movement

Our weekly Music & Movement class is designed to introduce choir singing, worship through song, exercise, and movement, and to practice for our programs performed throughout the year.

In-House Field Trips, Guest Speakers, and Special Events

In-house field trips, guest speakers, and special events are provided throughout the year for all classes. Some of these activities are paid for with the activity fee paid at the beginning of the year.

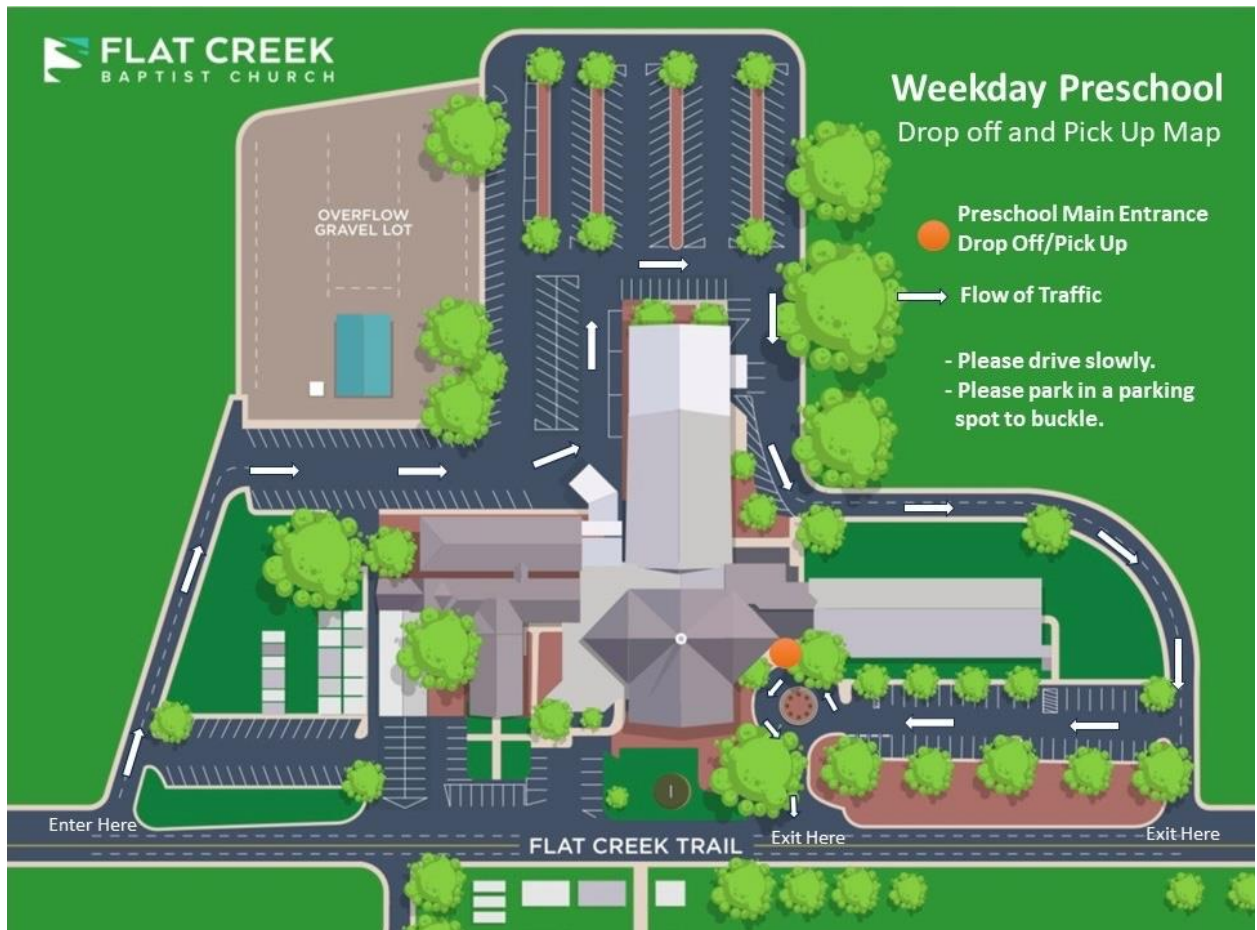
Custody Issues

Please report any custody issues or changes in custody to your child's teacher and the preschool director so the preschool can help keep your child safe. A copy of any legal court documentation must be provided to the school office.

Discipline

Preschool teachers are not permitted to use any form of corporal punishment or refuse access to basic needs for disciplinary purposes. Discipline in the form of verbal correction, a cool down period (time-out), and redirection are allowed. If a student does not respond to verbal correction or needs repeated redirection, a parent will be notified and, if continued, a plan to encourage positive behavior or actions may be implemented. Also see Behavior/Student Code of Conduct.

Drop Off/Pick-Up Map



Drop Off and Pick Up Procedures

*Please note the following car rider information is for students enrolled in a 2, 3 or 4 year old class. Students participating in Parent's Morning Out must walk into the building and check in/check out at the sign-in desk. See Parent's Morning Out Handbook for details.

Parents can enter the building at 9:00 am through the front preschool entrance only. Do not enter through the main church entrance. Drive through drop off begins at 9:00 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 inside or in the drop off line. Drop off ends at 9:15 am. If you arrive after 9:15 am, you will be required to park your car and walk your child inside.

Pick up will begin at 12:00 pm at the front of the preschool building. Pick-up ends at 12:15 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 or updating our app.

Please use caution and low speeds when using our parking lots.

Emergency Closures

Flat Creek Baptist Church Weekday Preschool will follow the school calendar provided except for 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, social media, and through local TV stations and we will announce closure on Flat Creek Baptist Church Weekday Preschool social media and will contact parents via our app.

If the preschool building were deemed unsafe for any reason while students are at school, students will be taken to a safe building or location on campus and parents will be contacted as soon as possible to pick up their children.

If the preschool building has a prolonged loss of utilities, such as water or electricity, school administration may require parents to pick up their children from school early.

First Aid and Emergency Procedures

All teachers and assistants employed by Flat Creek Baptist Church Weekday Preschool are required to have current CPR and First Aid certifications. 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 a severe illness or accident, the school may contact emergency medical personnel. The school will proceed as advised by emergency medical personnel. Parents will be notified immediately if emergency medical personnel have been called.

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, or a legal exemption form. These can be obtained by your child's physician or the local Health Department. This form must be turned in at the time of registration.

Lunch Bunch

We offer an optional after school program called Lunch Bunch. Lunch Bunch is open to students currently enrolled in a 3 or 4 year old class. Lunch Bunch is offered on Monday - Friday for the months of September through April and is an additional cost. On these days, students will stay at school an extra hour, eat lunch and have play time with friends. Play time will be on the playground, weather permitting. Lunch is not provided by the school. There are limited spots available on a first come/first served basis.

Medications

Flat Creek Baptist Church Weekday Preschool does not administer medication of any kind to students. If a child needs medication, a parent must come to the school and personally administer the medication. Please keep the school updated of any current medications your child is on in the event we need to relay that information to emergency medical personnel.

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

Parent's Morning Out

Parent's Morning Out is a once-a-week morning of care giving for children age 8 weeks through age 3. Our Parent's Morning Out program is not preschool and does not follow all policies and procedures located in this handbook. See the Parent's Morning Out Handbook located on our website for details.

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.

Room Parent and Parent Volunteers

Each class may 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 Director of Weekday Preschool prior to being sent.

Other parent volunteers are welcome and encouraged to help in classrooms and school events throughout the year. Your child's teacher or the designed room parent will contact parents about volunteer opportunities. All volunteers must comply with school policies and procedures.

Scholarship

The Joan Priester Preschool Scholarship is available for families in need. This scholarship is a need based, limited scholarship. The deadline to apply for the 2024-2025 school year is June 14, 2024. For more information on this scholarship and how to apply, please contact the Director of Weekday Preschool.

School Dismissal

The preschool retains to the right to dismiss a student for the following reasons:

- Failure to pay tuition or pay tuition on time.
- Violations concerning the Student Code of Conduct.
- Special needs that exceed our teacher's training.
- A parent or guardians' refusal to follow policies and procedures laid out in the Parent Handbook.

School Emergencies

Contingency plans for school emergencies are posted in each room of the preschool. Fire, bomb threat, tornado, and emergency action plan 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

Regular School Hours 9:00 am – 12:00 pm

Drop off 9:00 - 9:15 am/Pick up 12:00 – 12:15 pm

Lunch Bunch Hours 12:00 -1:00 pm

Pick up 1:00 – 1:15 pm

Parent's Morning Out Hours

See the Parent's Morning Out handbook for details.

Seat Belt Policy

Per Georgia State law, preschool age children are required to be in car seat. Students will not be allowed to leave in a vehicle without an age-appropriate car seat.

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 or car seat, 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.

Parents are not required to use our car rider line for drop off or pickup. Parents can park their vehicle and walk their student in. Parents are also welcome to park during pick up and walk in to pick up their student. Parents must still provide their car rider tag as proof of authorized pickup.

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 and Allergies

Each class participates in a mid-morning snack time. Water can be provided by the school, but we ask 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 or send home a rotating snack list.

Our school is a nut free school. Snacks containing nuts or snacks made in a facility with nuts are not allowed on campus. Your teacher will also provide each class with a list of other allergens within the classroom. All packaged snacks must be sealed, unopened, and include the list of ingredients. Unfortunately, we cannot accept homemade snacks due to the lack of ingredient labeling and the risk of contamination with allergens during preparation. We do encourage healthy snacks such as fruits, vegetables, yogurt, pretzels, and cheese.

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.

Tuition and Classes

2-year-old (2 days per week/Tues and Thurs) 9:00 – 12 pm \$1,950/year or \$195/10 months
Must be age 2 by September 1, 2024

2-year-old (3 days per week/Mon, Wed, Fri) 9:00 – 12 pm \$2,250/year or \$225/10 months

Must be age 2 by September 1, 2024

3-year-old (3 days per week/Mon, Wed, Fri) 9:00 – 12 pm \$2,250/year or \$225/10 months
Must be age 3 by September 1, 2024
Must be fully potty trained by the start of school.

3-year-old (5 days per week/Mon - Fri) 9:00 – 12 pm \$2,600/year or \$260/10 months
Must be age 3 by September 1, 2024
Must be fully potty trained by the start of school.

4-year-old (5 days per week/Mon - Fri) 9:00 – 12 pm \$2,750/year or \$275/10 months
Must be age 4 by September 1, 2024
Must be fully potty trained by the start of school.

Lunch Bunch (Sept - April) 12:00 – 1:00 pm
3 year old/3 Day \$360/year or \$45/8 months
3 year old/5 Day & 4 year old/5 Day \$520/year or \$65/8 months
Open to students enrolled in a 3 or 4-year-old class.

Tuition can be paid annually or monthly. The annual tuition payment is due on the first day of school. 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 \$25 will be charged.

Tuition can be paid by check or by using the online option on our website. Please make checks out to Flat Creek Baptist Church and include your child's name on the memo line. If using our online payment system (Realm) be sure to select the Weekday Preschool Tuition option before submitting. 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, 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.

Tuition Discounts

The following tuition discounts are available. Some tuition discounts must be pre-approved.

- **Flat Creek Baptist Church Staff Member Discount:** The annual registration and activity fee are waived for all full time or part time FCBC church paid staff members.
- **Sibling Discount:** Families with multiple students may qualify for a sibling discount of 10% for each additional student per family. This discount can be applied to the annual tuition amount or the monthly equivalent. Siblings must reside in the same household and tuition must be paid by the same parent/guardian. The discount is applied to the lowest tuition rate. Discount does not apply to Parent's Morning Out.

- First Student (Full Price)
- Second Student (or more) %10 reduction each
- **Returning Student Discount:** Students who are returning for a reoccurring school year receive a 50% reduction on the registration and activity fee. The registration and activity fee is capped at a maximum of \$300 per family/per year, regardless of the number of children being registered.
- **Family Registration Discount:** The current registration and activity fee is \$200.00 per student. The registration and activity fee is capped at a maximum of \$300 per family/per year, regardless of the number of children being registered. This cap applies to new families and returning families.

Wellness Policy

A child who has exhibited any of the following symptoms within the previous 24 hours is possibly 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.

- Symptoms of Flu or COVID-19
- 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

Students must be fever free for 24 hours, without medication, before returning to school. Students must be diarrhea free for 24 hours before returning to school. Students cannot return to school if they have vomited within 24 hours.

You may receive an infectious disease notification from the school if we confirm that your child was exposed to an infectious disease at school.

We follow CDC guidelines concerning COVID. These guidelines can be found at www.cdc.gov.

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 and provides proof of treatment and/or has a doctor's note. If a case of lice is found in your child's class, parents will be notified.

Thank you for helping us keep illnesses from spreading!