

**First Baptist Church
Weekday Education**

Educating the whole child

Parent Handbook



WEEKDAY EDUCATION

Educating the whole child

Cindi White, Director

Dear Parents:

Welcome to First Baptist Church Weekday Education Program serving families in the Smyrna area! We are honored to be a part of First Baptist Church and the commitment made in 1954 to minister to children and families in the preschool and Kindergarten program through Church Weekday Education. Thank you for joining with us in this commitment.

We anticipate with great excitement a blessed and happy year of preschool for you, your child and our staff. Our purpose is to provide a loving Christian environment in which each child can grow and develop socially, mentally, physically, emotionally and spiritually. We are so pleased and happy to provide new and up-to-date security features in our preschool area.

We appreciate the opportunities we will have to join you and your family in your child's daily growth as we get to know each other. We welcome parent involvement and urge each of you to let us know of talents or time you may have to share with us.

This handbook will provide answers to many of your questions about our policies and procedures. Included is our school year calendar. Feel free to call or come by the Preschool Ministry offices with any questions or concerns you may have. An open doorway to information will help parents and staff do the best job we can do to have happy, healthy preschoolers.

Thank you for choosing First Baptist Church Weekday Education for your preschooler and your family. We are so happy to be a part of your child's preschool experience. Again, welcome!

Joyfully,

Cindi White

Cindi White, Director

Table of Contents

Director’s Message	3
Covenant to Parents	6
Parent’s Statement of Support	6
Admission	7
Registration	7
Tuition	7
Conditions of Acceptance and Enrollment	8
Withdrawal	8
Waiting List	8
Teacher Requests & Parent/Teacher Conferences	9
Class Sizes & Class Hours	9
Discipline/Habitual Biting	9
Immunization Policies	9
Health/Attendance	10
Medication	10-11
Emergencies/Accidents	11
Dress Code	11
Potty Trained vs. Potty Training	12
Parking Lot Procedures	12
Arrival and Dismissal	12-13
Drop Off/Pick Up	
Early Pick Up	13
Inclement Weather/School Closings	13
Visitors	14
School Bags	14
Bringing Items from Home	14
Birthday Celebrations and School Parties	14
Field Trips	14
Snacks	15
Lunches	15
Privacy Statement	15
Difficult Times	15
Ways Parents can Help	16
Understanding the Learning Environment	17
Goals of the Exploration Stations	18
Zaner-Bloser Manuscript Alphabet and Numbers	19

The **FBCWE Handbook** is the parent guide and reference to FBCWE policies and procedures. Please read it thoroughly. Questions you may have are welcome at any time throughout the year. *Sharing information between home and school is vital to the education of our children.*

Throughout the school year, you will receive newsletters, emails, classroom calendars, and notices of activities and events.

At times, parent volunteers will have information or requests about the needs of your child's class. All notes, flyers, requests, notices, etc. will be **reviewed and approved** by FBCWE office staff.

Please share with us any new information that may be influencing our little ones as they move through the day learning and growing.

WEEKDAY EDUCATION POLICIES

Covenant to Parents

FBC Weekday Education covenants to provide the best it can for your children in the way of facilities, curriculum, faculty, instruction, and social functions. We further pledge to do all possible to support your home in growing every student in the nurture and admonition of the Lord.

FBCWE is a license-exempt program, and is not required to be licensed, in accordance with the Georgia Department of Human Resources/Bright From the Start (DECAL) guidelines.

Parent's Statement of Support

- ❖ **We sincerely pledge our loyalty to the aims and ideals of FBCWE of Smyrna** and will bring all questions and criticisms directly to the teacher and administration, so that those in authority may properly consider them. As a parent, we understand that we must share a Christ-like attitude and manner while our child is enrolled in the program.
- ❖ **We pledge to maintain unity and peace within the program.** We will not participate in sowing discord, gossip, or idle chatter that is negative. I hereby commit myself to giving only "good reports" (Proverbs 15:30; 6:19). When this is not possible, I purpose to remain silent or to privately go to the person, confirm my goal, and explain the offense that would hinder me from giving a good report. (Matthew 5:23-24; 18:15). If a parent or family member becomes a negative influence or demonstrates an un-Christ-like attitude or behavior, the school may require that the parent withdraw his/her child from the program.
- ❖ **We pledge that if for any reason our child does not meet the requirements or cooperate with the policies and procedures of the program,** we will withdraw him/her without delay. The program reserves the right to dismiss any student when either the parent/guardian or the student does not cooperate with the program.
- ❖ **We further recognize that the program is not equipped to handle the educational needs of all children.** Preschool years are discovery years of behavioral and learning difficulties. We will work with you and your child as much as possible. We reserve the right to deny admittance or to ask that you choose another program if the student's best interest is not served by FBCWE.
- ❖ **We expect the program to follow all legal requirements;** therefore, I must submit copies of legal custody papers if my child does not live with both parents.

1. Admission:

Admission to FBCWE is open to all preschool children aged 16 months through six years regardless of sex, race, religion or nationality who we are able to serve.

- A. A child must be the correct age, in accordance with the Georgia State School Regulation, by September 1 in order to be enrolled. A child must be age 1 by May 1 of the enrolling school year for the one year class.
- B. All students must have a photocopy of their certified birth certificate on file in the FBCWE office.
- C. Parents must provide a full immunization record (**Form 3231**) for each child prior to the beginning of the school year. Children without adequate immunization records will not be permitted to begin school. Reminders will be sent by the Weekday office one month prior to certificate expiration. New certificates must be provided or the child will not be permitted to attend until immunizations and records are up-to-date. (**Form 3300 is also required for K5 students**)
- D. A **medical form** is required and must be on file with the school prior to the beginning of the school year. Please notify the school office immediately if any of the information changes.
- E. A **release authorization form** is required and must be on file with the school prior to the beginning of the school year. Please notify the school office immediately of any changes. **Children will NOT be released to ANY person not authorized by the enrolling parent per the release form.**
- F. It is recommended that any child admitted after the first of January should have been previously involved in a preschool program.
- G. The program reserves the right to dismiss any student when either the parent/guardian or the student does not cooperate with the program.

2. Registration

- A. The proper registration fee must accompany the application in order for a child to be placed in a class. **Registration fees are not refundable.**
- B. A waiting list for classes is maintained on a first-come, first-served basis. If your child is on the list, you will be called when an opening occurs. We reserve the right to keep the boy/girl ratio in a class balanced by taking the first child of the needed gender from the wait list. This may not necessarily be the next child on the list.

3. Tuition

- A. Tuition is due on the first of the month. However, you can choose a different date in order to accommodate your family's needs. Billing is handled through Brightwheel. Payment may be made by cash, check, for by ACH draft. **If you choose to pay by credit card, parents are responsible for the processing fees. No post-dated checks will be accepted.** Fees will not be refunded nor deductions made for temporary absence or illness or withdrawal. Please make checks payable to: **FBCWE** and place in an envelope. Payments must be turned in at the preschool office or mailed. Do **not** send payment with your child in his or her school bag. **The Tax ID # of First Baptist Church is 58-0689744.**
- B. Tuition shall be considered past due 5 days after the scheduled payment date. A brightwheel reminder will be sent advising the parents that tuition is late. Any past due tuition payment shall incur a \$30.00 late fee and a notice shall be mailed to the parent or guardian. If you have questions or problems, please call the director.
- C. Tuition payments late 45 days or more will result in dismissal of your child from the program.
- D. A fee of \$30 shall be added to the account for any check returned by the bank.
- E. **Tuition is calculated on a yearly basis and registration for FBCWE slots are reserved by parents for a designated school year. Because tuition is calculated on a yearly basis, each installment amount is the same, not to be confused with a monthly tuition and regardless of the number of days in a month. Tuition is NOT prorated for illness or absences or withdrawal and is non-refundable.**

4. Conditions of Enrollment and Acceptance

- A. FBCWE may enroll select students on a case by case basis who have minor learning disabilities or behavioral, social, physical, or emotional challenges.
- B. Our classroom teachers strive to give equal attention to each student yet they are not trained in the areas of special needs, learning disabilities, or behavioral, social, physical or emotional challenges.
- C. Once enrolled, students are expected to adhere to the classroom behavioral guidelines and expectations. Students are expected to be able to handle the structure of the classroom including, but not limited to, the ability to stay seated during seat work so as not to be a disruption to other students.
- D. To protect the learning environment of all students in the class, the classroom teacher and assistant are unable to devote one-on-one assistance to a child who may require continual redirection either emotionally, behaviorally, socially, physically, or academically.
- E. We realize that some learning disabilities or other challenges may develop over time and may not become evident until a certain age. For students who are already enrolled. If we notice any of the above that causes us concern, those concerns will be shared with the parents in a parent conference at which time we will discuss whether our program continues to be a good fit for the student.
- F. We will monitor the student's progress and give regular feedback to the student's parents and director. We welcome assistance for the Cobb County special needs program, as well as the private sector, for students who have been through the assessment process and have received an IEP. We are not always able to adhere to all the criteria, goals, and expectations within the student's IEP due to the nature of our program.
- G. If it is determined by the director, together with the classroom teacher, that our program is not a good fit, the student may be withdrawn and a prorated tuition amount will be refunded at the discretion of the director. Registration and other enrollment fees are non-refundable.

5. Withdrawal

If it becomes necessary to withdraw your child for any reason, parents should notify the FBCWE office in writing of "Intent to Withdraw". This should be done at least 30 days prior to withdrawal and be accompanied by one additional tuition installment *to be considered for acceptance of proper notification and request of release by FBCWE Team from the commitment for the remaining school year's tuition installments.*

6. Waiting List

When all places in a classroom are full, a waiting list is populated. No monies are accepted or required for the waiting list. When an opening becomes available, the Director will call the first person on the list and wait 24 hours for a return call from the parent. An email may also be sent. If there is no response from the parent, the child's name will be removed from the waiting list. At the discretion of the Weekday Director, a child may be placed at the top of the waiting list for ministerial purposes. Additionally, Please note that we reserve the right to keep the boy/girl ratio in a class balanced by taking the first child of the needed gender from the wait list. This may not necessarily be the next child on the list.

7. Teacher Requests

Requests for specific teachers will not be accepted due to staff changes, limited space, and availability. Legacy placements are considered due to the relationships established when older children were enrolled. Please note on the enrollment application any teachers your child’s siblings have had for legacy placement consideration.

8. Parent Teacher Conferences

Parent/Teacher Conferences are schedule annually for all Pre-K 4 and Kindergarten parents to share the progress of each student. Conferences will also be held when concerns over a student arise. Administration may also be present at parent/teacher conferences. It is required that at least one parent attend each scheduled parent/teacher conference.

9. Class Sizes (two teachers in each class)

Older Ones:	10
Two Year:	12-14
Threes Year:	16
Pre-K Four:	20
Kindergarten:	14

Class sizes are subject to change without notice.

10. Class Hours

Preschool doors will be opened 9:00 a.m. and all classes begin at 9:00 a.m. Parent’s Morning Out and Preschool classes dismiss at 1:00 p.m. The Kindergarten classes dismiss at 2:00 p.m. Monday—Thursday and at 1:00 pm on Friday. FBCWE follows the Cobb County School District calendar with the exception of start dates, end dates, and Good Friday. Classes will not be help on Cobb County semester ending half days.

11. Discipline

Discipline is for the purpose of teaching. Very early in life children need to learn what is acceptable behavior and what is not. Methods of control used at school are for this purpose and include redirection, talking with the child, temporary separation from the group, withholding a privilege, etc. We do not use corporal punishment.

The teacher will handle misbehavior at school, and the parents will be contacted if necessary.

12. Habitual Biting

Habitual biting may be dealt with at the discretion of the Director. We will use the time out method of discipline; one minute per year of age. If biting becomes habitual, we will schedule a meeting with the parent to determine the next course of action. Examples of further action may include, but are not limited to the child being sent to the office for time out or sent home early.

A child may be placed on probation, or in extreme circumstances, withdrawal from the Week-day Education program.

13. Immunization Policy

Cobb County in accordance with the State of Georgia requires a current Certificate of Immunization Form #3231 on all children attending school. The FBCWE office will give advance notice when the Form #3231 is due to expires. A student may not attend without a current Form #3231 on file in the office. Kindergarten children are also required to have a Form #3300 Eye, Ear, and Dental Examination Form on file.

14. Health/Attendance

- A. Children showing symptoms of illness or potentially contagious diseases should be kept at home.
- B. Symptoms that require your child to stay at home:
Fever of 100.4 without fever reducing medications
Green or cloudy runny nose
Runny, pink or infected eyes
Vomiting, nausea, and or Diarrhea
Inflamed mouth or throat
Croup, coughing, sneezing
Symptoms of childhood diseases (Scarlet fever, mumps, measles, chicken pox)
Skin infections such as boils, ringworm, impetigo, staph, or any unexplained rash
If a child develops these symptoms during the school day, the parent/caregiver will be notified to pick up the child from school.
- C. **If your child develops a contagious condition (such as pink eye, strep, head lice), please notify us. We will send a Health Alert home to inform all parents in the class that their children may have been exposed.**
- D. Children should stay home until fever is normal, *without fever reducing medications*, for at least 24 hours.
If children are sent home from school for any of the conditions listed above, he/she may not return to class on the following day.
- E. If medical conditions change during the year, please notify us. If your child must undergo major surgery, intensive doctor's appointments, physical changes, etc., please talk with your child's teacher or the director about the situation. We want to help your family through situations such as these. This information will help your child's teacher provide the best care possible. Please let us know if there are any changes in your child's health or healthcare.

All FBCWE classes will play outside every day, weather permitting. Classes will take advantage of days with above freezing temperatures that are sunny. If you have concerns for your child's health or the weather conditions, we encourage you to make the best choice for your child for the day based on FBCWE outside play policy.

15. Medication

FBCWE teachers or staff members will administer **no medication** to any child with the following exception:

If medications are absolutely necessary to be administered during school hours, a medical form must be completed. An Allergy Action Plan should be provided by the child's physician, if applicable.

The medical form grants permission to FBCWE personnel to supervise a child in taking the prescribed medication. By signing the medical form, it is understood and agreed that you release and discharge FBCWE and its employees and volunteers from any and all liability in case of an accident, injury, damage or any other mishap in connection with administering and supervising of taking said medication including any side affected, illness, or other injury which might occur to a child. You hereby release aforementioned individuals from any liability because of injury or damage, which might occur.

- All medications must be in the original container.
- Benadryl must be in the original package and in pre-measured doses
- Parent/Guardian must provide specific instructions (including drugs and related equipment) to the FBCWE personnel.

- It will be the responsibility to the parent/guardian to inform FBCWE of any changes in pertinent data. New medications, prescribed or non-prescriptive will not be given unless a new form is completed.
- All medications are to be taken directly to the FBCWE office. Children may not have medication in their possession or their book bags, Epi-Pens and/or inhalers will be enclosed in our school provided bags.
- The FBCWE office staff will keep a record on each medication administered. This record will include the child's name, date, medication administered, time and signature of personnel who supervised.

16. Emergencies/Accidents

In the event of an accident or other medical emergency, our first priority is to ensure the well-being of the injured person. The Weekday Education Director or, in her absence, the senior staff member on the scene will decide if a 911 call should be placed.

Staff members may NOT transport a sick or injured person to medical facilities in their personal vehicles. As soon as possible after an incident involving a child occurs, the director or teacher will notify the parent. **Epi-pens will be administered in the event of an anaphylactic reaction and 911 will be called.**

Children who incur minor injuries will be taken to the Preschool Ministry Office for assessment and first aid. Any head or facial injuries will require immediate contact of the parent(s). With other types of injuries, parents will be contacted if needed.

Accidental injuries will be reported to parents using an Accident Report Form. Parents are asked to sign the form and return it to the preschool office before leaving with their child or the next school day if the report goes home in the folder.

17. Dress Code

- Children should wear loose and comfortable clothing that they can manage with little help. Clothing should be suitable for the weather. It should be clean, neat, well-fitting, and washable.
- Minimum attire shall include shirt, pants, skirts, or shorts, and shoes. **NO BODY SUITS, ONE PIECE OUTFITS, OR LONG SKIRTS.**
- Shoes should cover the toes and fit the foot securely. CROCS, COWBOY BOOTS, HIGH HEELS, OPEN TOED SANDALS, AND FLIP-FLOPS ARE NOT PERMITTED TO BE WORN TO OR AT PRESCHOOL. Sneakers/Tennis Shoes are required on the playground. Children may not play on the play structure if they do not wear sneakers.**
- Clothing with vulgar, obscene, or violent graphics or markings is not permitted.
- One, Two, and Three-year olds will need a complete change of clothes, socks, and shoes, along with diapers and baby wipes or underwear. It is helpful for 4 year olds to have a change of clothes. Please rotate clothing as seasons change and as your child grows.
- Please limit the wearing of jewelry, long beads, capes, or other valuable items which may be easily lost or which may pose a safety hazard to your child.

18. Potty Trained vs. Potty Training

Children who turn 3, 4, or 5 years old on or before September 1st must be able to accomplish the following on their own with little or no assistance from the teacher:

- Knows when he/she needs to go to the bathroom and goes without being prompted.
- Requires minimal assistance wiping.
- Does not come to school in a diaper or pull-up.
- Is able to pull up their clothes with minimal assistance.
- Is able to flush the toilet.
- Is able to wash and dry their hands.

We understand that these may be new skills for some children and we will offer assistance when needed. We also understand that accidents may happen. This is why we request a change of clothes .
(see Item 17E)

Children who are enrolled in a 3 year old class and above who are not able to accomplish the above or who have 2 or more accidents in a week are still potty training and may not be ready for school.

Children enrolled in a 2 year class are not required to be potty trained. However, if you are potty training, please let your teacher know and she will be happy to work with your child at school.

19. Parking Lot Procedures

Please inform anyone picking up or dropping off your child of these procedures.

1. Please observe a 5 mph maximum speed limit in the parking lot.
2. CELLPHONES SHOULD NOT BE USED WHILE DRIVING IN THE PARKING LOT.
3. Expect that a child would enter the path of your vehicle at any time.
4. DO NOT PARK IN A HANDICAPPED SPACE UNLESS YOU HAVE A PERMIT.
5. Be observant before backing up or pulling into or out of a parking place.
Parents may be loading their children.
6. Curbside parking is not permitted at any time.
7. Walk within the marked safety zone.
8. DO NOT PERMIT YOUR CHILD TO PLAY OR RUN UNACCOMPANIED IN THE PARKING LOT OR IN THE LANDSCAPING.

20. Arrival and Dismissal (Drop Off and Pick Up)

In making every effort to ensure the safety and security of your child, he/she should be taken to and picked up from his/her classroom each day by you or your designated representative. Please wait your turn at the door.

Cellphone use is prohibited once inside the preschool area for safety reasons. Please complete your call or text before you reach the wooden floors.

- A. **Drop Off** – Your child should be taken to his/her classroom each morning. Do not enter the classroom. **The Welcome Center entrance will be opened at 8:45am. each school day.**
The FBCWE entrance will be opened promptly at 9:00 am each school day. Do not permit your child to enter the building unaccompanied. If you arrive after 9:20 am, walk your child to the classroom. The teacher will check the child in/ *Please make every effort to arrive on time each day. Vital instructional/play time occurs during the first hour of school and children enter the classroom more readily and happily if they do not feel cheated of play/center time.*

B. **Pick Up –**

1. Your child should be picked up from his/her classroom by you or your designated representative.
2. Children will not be released to anyone other than the parent and those listed under emergency numbers on the release form, unless a note is sent to the director's office. In case of extreme emergencies, a phone call will be accepted. An authorization form will be sent to add contacts.
3. Dismissal time is 1:00 p.m. for all classes except the K5 class which dismisses at 2:00 p.m. M-Th. **The Welcome Center entrance will be opened at 12:45 p.m. each school day.**
4. The FBCWE entrance will be opened at 1:00 pm for parents/representatives to line up and wait outside classroom doors until the teacher opens the classroom door and summons each child in an orderly fashion for dismissal.
5. If a child is not picked up within 15 minutes of dismissal time, a late fee will be assessed. The late fee is \$10.00 for every fifteen minutes or fraction thereof after the student's appropriate dismissal time. **Students who are habitually late being picked up are subject to dismissal from the program.**
6. Parking for drop off and pick up should be in the large lot off the FBCWE entrance.
7. Please observe marked parking spaces. Curb or unloading lane parking will **NOT** be allowed. **DO NOT PARK IN A HANDICAPPED SPACE UNLESS YOU HAVE A PERMIT.** Please inform anyone picking up or dropping off your child of these requests.
8. Please note the references to the FBCWE entrance openings! In our commitment to the security of all of our children, the Welcome Center entrance will only be opened from 9:00 am until 9:30 am and for 15 minutes after dismissal time. The doors at the end of the preschool hall are EXIT-ONLY doors from 9:00 am—9:20 am and 1:00 pm—1:15 pm.
DO NOT ENTER AT THESE DOORS FOR SECURITY REASONS.
10. Entry at any other time will need to be made from the multiple portico doors and the Church Street doors. Entry from any of these doors will require that one press the buzzer to alert either the Preschool Ministry Office or the Church Office and gain admittance. Please check in at the Preschool Ministry Office.
11. **Please do not ask a teacher to babysit your FBCWE preschool child until Kindergarten is dismissed.** We are a license-exempt center and this violates the exemption permit.

21. Early Pick-Up

Unscheduled early dismissal will be handled through the preschool office, not through the teacher. It is helpful to let the teacher know if you will be picking up early so the child is ready on time. Please sign your child out at the FBCWE office. We will call the teacher to bring your child to you. **If you must pick your child up early, please tell us ahead of time if possible, or make arrangements to do so prior to 12:30 pm. Please call the preschool office at 770-435-3549.**

22. Inclement Weather/School Closings

FBCWE follows the Cobb County School District calendar with the exception of start dates, end dates, and Good Friday. In the event of inclement weather, FBCWE will follow Cobb County Schools closings as announced on radio or TV due to weather conditions. If Cobb Schools have a delayed opening FBCWE will open at 10:00 am. Please use discretion when traveling in inclement weather.

No refunds are allowed for sick days, severe weather days, holidays, emergency closings, unforeseen closings, planned closings or when the school is closed.

23. Visitors

ALL visitors to the school during normal school hours will be required to register with the school office upon arrival and be issued a name tag. All visitors must wear a nametag while on the premises.

24. School Bags

Please use *your child's FBCWE school bag only*. Children will need to bring their school bag each day. Space doesn't permit large backpacks. We have chosen this style bag to accommodate your child's artwork, lunch box and supplies. Should your child lose their school bag, please contact the preschool office and we will get you another bag. (\$10.00 each)

25. Bringing Items from Home

We welcome interesting nature specimens, books and other items, which support the current unit of study, but this is not required. We ask that you do not permit your child to bring toys of any description to class except for scheduled Toy Days. Items brought from home without teacher request or approval will be considered donations for FBCWE and placed in our Resource Room for all to use.

26. Birthday Celebrations and School Parties

- A. Birthdays are celebrated at school. **Parents are welcome to attend and bring a simple treat to be served at snack time or after lunch if the teacher prefers.** Large Birthday parties for the children are best held at home as it is difficult to maintain the regular class schedule. We plan for several class party events during the year. Please discuss birthday snack with your child's teacher when the time comes. **No goody bags, please.**
- B. We do not send invitations home for individual parties unless the entire class is invited.
- C. **Parents are asked to help with holiday parties during the school year**
Parties consist of regular lunch brought as usual and party treats for the event. Room parents will coordinate paper goods, table decorations, sweet treat, salty treat, or fruit. Goody bags will consist of non-food items due to allergy concerns. Teachers may ask for a small art activity related to the holiday. Parties will be attended by the class and teachers. Pictures will be posted in brightwheel.

27. Field Trips & Field Day

- A. Three year, Pre-K and K classes may take walking field trips throughout the school year. We encourage parents to take advantage of this opportunity to spend special time with the children in our program. We do need your help on field trips, but we ask that only children enrolled in our program go on these field trips. Arrangements are generally made months in advance and we simply cannot accommodate younger siblings. Notification and permission slips are sent home prior to any trip and you will have the opportunity to offer assistance at that time.
- B. If a parent or guardian fails to return an authorized permission form, or does not permit the child to participate in the field trip, the Weekday Education Director will make other arrangements for supervision of that child at the school while his or her class is away on the field trip.

28. Snacks

The school will provide a morning snack. Also, some days our two-and three-year classes will be doing tasting days. At some of these times parents will be asked to help contribute some of the ingredients. Our four-and five-year students will have regular cooking days. **If your child has an allergy or other special dietary need please inform their teacher and the director.** You may be asked to help provide a snack for them.

29. Lunches

Each student should bring a lunch each day. Foods that require warming or refrigeration should not be included due to the lack of any facility to do so. We ask that you allow us to serve water as their beverage, except on special occasions. **PLEASE DO NOT SEND GLASS CONTAINERS.** Please do not provide fast food (McDonald's, Chick-fil-A, etc.) lunches. Nuts, popcorn, hard candy, whole raw carrots, whole grapes, and wieners are choking hazards and cannot be served to preschoolers even if provided by parents.

Please cut grapes and other round foods lengthwise to minimize the risk of choking.

Should there be an life-threatening allergy in your child's class you may be asked not to send certain foods.

30. Privacy Statement

In order to protect the privacy of individuals enrolled in FBCWE, we ask that parents refrain from posting pictures of anyone other than their own child on any social network. Forms of social networking include but are not limited to the following: Facebook, Twitter, My Space, Instagram, Snap Chat, Group Chat Rooms, Blogging, texting, and emails.

31. Difficult Times

If your family has a time of special need during the year, it may be helpful to notify your child's teacher or the Director. Children may react differently when under stress. If teachers are aware of potential problems, they can provide the added attention your child may need. These situations might include:

- New baby in family
- Moving
- Parent going to work for the first time
- Good friend moving
- Hospitalization of a child, family member, or friend
- Loss of a pet
- Loss of a job in the family
- Divorce
- Death of a family member or friend
- Terminal illness of a family member or friend
- Damage to home – fire, tornado, flooding
- Robbery in your home

For anyone going through a crisis that needs leadership or spiritual guidance, please contact the office for assistance.

32. Ways Parents Can Help

- **See that your child gets adequate sleep.**
- **Awaken your child early enough so that he/she is not rushed.** This will help him/her to come to class in a happy frame of mind.
- **Encourage your child to eat a healthy breakfast.** We realize that many children are not hungry early in the morning, but they need some nourishment in order to be at their best.
- **It is very important that your child arrives to class on time.** The first segment of the class schedule is planned to permit your child to transition gently from home to school. This time is designed to be less structured than other times of the day. When a child misses this portion of the session, self-selection time or free playtime, as well as other critical learning experiences, is lost. Accordingly, children sometimes have difficulty understanding why there was no “play time” or why they do not have any special artwork to take home that day.
- **Weather permitting, outside play is a part of the daily schedule.** Please send your child in comfortable, seasonally appropriate play clothes and tennis shoes. If a child is not well enough to go outside, he/she is not well enough to be at school.
- **Please do not text, email, or call your child’s teacher during class hours.** Teachers are restricted from using cell phones while students are present so their focus is on the children. Please contact the preschool office at 770-435-3549 if you need assistance.
- **Let us know of any unusual situation or stress at home that may affect your child.** This will enable us to better meet his/her needs.
- **If you have any questions about your child’s class or the policies or procedures, please call the office 770-435-3549.** We are more than happy to answer any questions or concerns you might have.
- If you need a receipt for payments, Flexible Spending Accounts, or for tax purposes, please let the FBCWE office staff know. **The tax id for First Baptist Church of Smyrna is 58-0689744**
- If you are applying to private schools for the following year and need recommendations, please use the either of the following email address rather than teacher’s personal emails. This helps us keep track of paperwork in the event it is misdirected.

fbewe@smyrnafirst.org OR cwhite@smyrnafirst.org

Please allow 5 business days for recommendations to be processed.

Understanding the Learning Environment

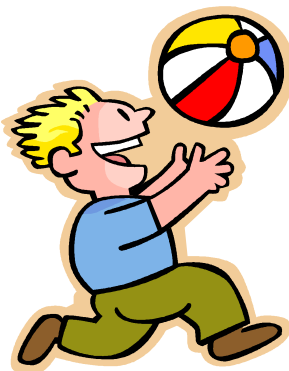
Preschoolers learn by doing. Our learning environment is designed for activity teaching that provides the child with opportunities to enjoy a variety of firsthand experiences while making choices. Through activities, the preschooler uses his/her senses to learn. Curiosity motivates the child to search and discover. Repetition sharpens learned skills and helps to develop new ones. “Doing” is child’s play and play is a preschooler’s full-time occupation.

Children are allowed to move freely among the learning areas as their attention spans and interests change. They are not required to participate in every activity provided, but they are encouraged to make choices for themselves, which enhance their self-worth.

The hands-on activities provided in the learning centers in your child’s classroom are carefully planned according to age and developmental levels. Teachers strive to provide individual activities and opportunities for each child to be successful. Therefore, teaching pictures and other items of interest are placed at the child’s level.

When you view the preschool classroom, you may initially observe bare walls. Excessive clutter, including room “decorations,” too many bulletin boards and objects hanging from the ceiling, tend to distract preschoolers from the planned activities and therefore may create discipline problems. Additionally, it has been observed that, after a few days, these items tend to be ignored by the children, thus diminishing the teaching value of these props.

To better appreciate the appeal of the room to your child, when you bring your child to the room, take a moment and kneel in the doorway. You can now “see” the room from your child’s perspective and better understand how the activities in the centers provide for better learning experiences than what is displayed on the walls.



Goals of the Exploration Stations in the Preschool Classroom

Art Center

“God gives us things to enjoy” (1Tim. 6:17) NIV

- Develops social skills
- Fosters eye/hand coordination
- Enhances fine motor skills
- Releases emotional frustration
- Stimulates creativity
- Enhances independence
- Fosters cognitive concepts
- Allows child to make decisions

Block Center

“We work together” (1 Cor. 3:9) NIV

- Permits child to choose sizes and shapes
- Fosters reasoning
- Enhances math skills & science concepts
- Fosters problem solving
- Child learns to take turns
- Child learns organizational skills
- Extends vocabulary
- Fosters creativity
- Fosters self-confidence
- Shares own ideas
- Develops sensory discrimination
- Develops eye/hand coordination

Book/Listening Center

“God made me” (Ps. 139:14) NIV

NIV

- Stimulates new ideas
- Clarifies and organize existing ideas
- Fosters aesthetic appreciation
- Name, describe and classify materials
- Develops listening skills
- Verbally express feelings
- Builds a positive self-image
- Increases vocabulary
- Reinforces what has been learned first-hand

Homeliving Center

“Love your father and mother” (Ex. 20:12) NIV

- Allows child to reenact what is seen in own environment
- Fosters language & communication skills
- Develops organizational skills
- Develops problem solving skills
- Fosters creativity
- Releases emotional tension & frustration
- Develops eye/hand coordination
- Develops social skills

Puzzles/Manipulative Center

“Work with your hands” (1Thess. 4:11) NIV

- Provides experiences of success
- Child learns to work independently
- Teaches concepts of size, shape, color
- Develops eye/hand coordination
- Enhances problem solving
- Teaches relationship to parts of the whole
- Develops fine motor skills

Music Center

“Be glad and sing happy songs” (Ps 9:2) NIV

- Provides release of emotional tension
- Fosters creativity
- Develops auditory discrimination
- Experiences of joy and pleasure
- Develops social skills
- Develops listening skills
- Develops both fine and gross motor skills
- Develops singing skills
- Opportunity to experiment with different musical instruments
- Develops a sensitivity to sounds

Nature/Science Center

“Look at the things God made” (Job 37:14)

- Child learns to work independently
- Can experiment with different tools and materials
- Increases observation skills
- Develops vocabulary
- Develops sensory skills
- Uses problem solving skills
- Exploration and discovery of God’s beautiful world
- Child learns through first-hand experiences
- Stimulates curiosity

Zaner-Bloser Manuscript Alphabet and Numbers:

This page is a copy of the Zaner-Bloser Manuscript Alphabet and Numbers. This is taught in the Cobb County schools and in our classes starting with the Pre-K 4 year program using Handwriting Without Tears. For parents of younger children, we are providing this should you desire to use it with your child at home. However, it will not be taught in our 2 and 3 year classes. This is the manuscript used in all classrooms for labeling and name recognition.

A a B b C c D d
E e F f G g H h
I i J j K k L l
M m N n O o P p
Q q R r S s T t
U u V v W w X x
Y y Z z

0 1 2 3 4 5 6 7 8 9 10

FBCWE Parent Handbook Acknowledgment
of Receipt and Agreement

Family Name

I, _____ (Parent Name), have reviewed the policies and procedures set forth in the FBCWE Parent Handbook, understand and agree to abide by these policies and procedures.

I further have been advised and understand that First Baptist Church Weekday Education is a license-exempt program, and is not required to be licensed, in accordance with the Georgia Department of Human Resources/Bright from the Start (DECAL) guidelines.

Signature

Date