

PHILOSOPHY

We believe that parents should have the knowledge that their child is in a safe, caring, Christian environment that will provide opportunities for fun and socialization and learning when being cared for outside the home.

OBJECTIVE

We, Playschool, First Baptist Church, Elkin, NC will provide age appropriate opportunities for the children to play, listen to stories, make crafts, sing songs, and learn finger plays.

GOALS

- 1.To provide an enriching and safe environment while the children are in our care.
- 2.To promote an awareness of Christian values in everyday life without placing an emphasis on any specific doctrine.
- 3.To provide an environment for socialization so the children can grow in their skills; sharing, playing together, playing alone, following directions, listening, and singing.
- 4.To help the child develop a positive attitude toward himself/herself.
- 5.To provide an intellectually educational environment for children to develop at their appropriate age level.

POLICIES

1. **ADMINISTRATION:** The First Baptist Church-Elkin Playschool Program is an outreach program supported and operated by First Baptist Church of Elkin, NC. The program is the responsibility of the Playschool Director and is directly run by the director and a staff who are approved by the director. Playschool is supported by FBC Elkin Playschool Advisory Board that consists of committed members representing various church committees. The Playschool director will elect a group to serve as the Playschool Parent/teacher Association.
2. **CHRISTIAN EDUCATION:** The FBC-Elkin Playschool Program will maintain a Christian atmosphere at all times. Many of our stories and activities will be Christian based but will not promote any specific doctrine.
3. **AGE GROUPS:** Children from 6 months of age through five years are eligible for admission into FBC-Elkin Playschool Program.
4. **CLASS SIZE:** Within legal childcare guidelines, the Playschool Director has the right to increase and/or decrease class size. **We often multi-age our classrooms which lends to more socialization and learning on several levels.**
5. **DROP-IN CHILDREN:** Drop-in spaces may be available in each age group for children enrolled in the program and others. We reserve the right to increase or decrease drop-in spaces depending on the enrollment of pre-registered regular children. The registration and immunization records must be filled out *before* the child drops in. Our classroom space is limited. To prevent overcrowding, all parents must call the Director *in advance* to secure the drop-in space for their child. Drop-in fees are \$20/day per child and are due upon arrival. Drop-in children will be included in field trips occurring when they are in our care, provided the permission slip is properly signed and any extra costs are paid.
6. **DAYS AND HOURS OF OPERATION:** The FBC - Elkin Playschool Program is held Monday through Friday from 9:00 AM until 1:00 PM. If you arrive before 9:00 AM, please wait in the main hallway outside the Playschool area. The teachers need time to prepare for the day and have a devotion time and prayer together. Our door will open at 9:00 AM. Children should be picked up by 1:00 PM. The children will be ready by 12:50 PM. At 1:05 PM late charges will begin - \$5.00 every five minutes per child. 1:01 is planning time for our Teachers and Director.

7. MORNING DROP-OFF AND AFTERNOON PICK-UP:

In the morning, all children will be dropped off at the main Playschool door (which will not open before 9 AM). A teacher or an assistant teacher will lead your child to their classroom. Please say good-byes in the main hallway. Children do best with this transition when parents leave at that point. It may be difficult at first for some, but the child will get accustomed to the routine faster. If you feel you must stay until your child makes their transition into the class, remain in the outside hallway and we will keep you informed. Parents may not enter the hallway area or the child's classroom. The Playschool door will be closed at 9:20 AM. If you arrive later, please knock and a teacher or an assistant will lead your child in. Please try to bring your child on time at 9:00 AM unless there is an appointment or emergency. Pre-K children need to arrive on time and come every day when not sick. From 9:00 -9:45 AM is a very important part of your child's socialization time. Also, we often begin large projects during this time. Please inform teacher of dire illnesses, etc. Prolonged absences may lead to loss of spot in program. Pre-K children need consistency to benefit from the class.

If you desire a conference or need to speak with a teacher, please wait until others have left or leave a note and we will be happy to call you at home if it is not urgent. Pre-K drop off - please take the elevator or stairs to the classroom.

In the afternoon, our door will open at 12:50 for pick-up. Please remain at the hallway door and a teacher will bring your child to you. If you need your child earlier either let us know that morning or call the Playschool before noon so we can have your child ready. Pre-K children will be sitting in the hallway at the classroom at 12:50pm for dismissal. We have afternoon circle time at 12:45 pm to recap the day. This is an important part of your child's Playschool day.

8. **CHILD RELEASE:** A note must be sent in advance if someone other than a parent, guardian, or person whose approved name is on the registration form, will be picking up your child from the FBC - Elkin Playschool Program. Your child will not be released to anyone else without a note.

9. HOLIDAY/SCHEDULED TEACHER WORKDAYS and WEATHER CLOSING:

The FBC - Elkin Playschool program will close for Thanksgiving, Christmas, New Year's, Easter, and a few other holidays and we will send out specific dates for these holidays and workdays. We will follow the Elkin City Schools schedule for bad weather. If the city schools report 1 hour late, we will report at 9:00 AM.

If they report 2 hours late, we will report at 10:00 AM. Follow the Elkin City School schedule if early dismissal occurs. When Elkin City Schools have scheduled early dismissal due to conferences, or report cards we do not dismiss early. Listen to WIFM Radio for this information. There may be times when we are unable to operate because of the condition of the parking lot. If there has been bad weather, listen to make sure we are in session. We will do our best to make up missed days with Elkin City Schools. If we cannot, the director may choose to prorate fees.

10. LUNCH/SNACKS: Children should bring their lunches in a lunch box. A napkin should be included. If lunch requires utensils or bowls, please pack them. *Please make healthy food choices for your children.* Some suggestions we have seen that children like are PB&J sandwiches or ham & cheese sandwiches, cut up ($\frac{1}{2}$ for children under 3, whole sandwich for 4's), soup or beefaroni in a thermos, cheese crackers, yogurt raisins, yogurt, fresh fruit cut in bite sizes, fruit cups, carrot sticks & dip. Pre-packaged foods such as cookies/chips, fruit roll-ups, etc. have little nutritional value. Children also need variety in their diet, so try not to pack the same meal every day. A microwave is provided for the baby/toddler room only. Other classes use a thermos for pre-warmed foods from home. We will serve milk unless parents requests water or provides juice box. *No colas or kool-aid please.* Fruit is an excellent choice for "dessert". Please *DO NOT* send chocolate, cookies, brownies, snack cakes, candy, etc. Often, we have little parties with dessert provided - sometimes once a week, so desserts are not necessary.
11. SPECIAL DAYS: We will celebrate some holidays with lessons from the "Wee-Learn" curriculum. There are so many special days that individual families observe and we often observe the same holiday in different ways. We will plan our themes around the seasons of the year and our curriculum. In the short time we have with your child, we could never share all the holidays in everyone's own way. We will spend our time learning how to play with others and learn more about God's wonderful world and all that He has given us.
12. FIELD TRIPS/LIBRARY: Field trips are both enjoyable and educational. Older children may have the opportunity to go on field trips throughout the year. A permission slip stating the date, time, place and cost of the trip will

be sent home. Any child not returning a properly signed slip will remain at the church with an adult.

13. **MOVIES:** We feel that our children should be actively engaged during the short time they are with us. Because of this, we will only show movies on rainy days or when a movie goes along with our unit theme. There are so many movies to show and everyone has their own idea of what is appropriate. We feel it is best for us to preview a movie before it is shown to the children. We offer all of our children (toddlers-5 years old) the option of watching the videos. Therefore, we must be sure it is age appropriate for all of them. We prefer not to show full length feature films and will not show PG films to preschoolers.
14. **DRESS/PERSONAL BELONGINGS:**
 - a. Children should be dressed in comfortable play clothes appropriate for the weather. Coats, hats, and gloves should be worn as needed. We would prefer your child wears sneakers instead of sandals and boots. (No flip-flops, open toes, or Sunday shoes.)
 - b. A change of clothes is necessary for **ALL** children, especially for those undergoing potty training.
 - c. Children should not wear jewelry or other items that are easily lost.
 - d. Children should not bring any toys or money. We will have a scheduled "share time" and if your child brings items from home, they must be kept in child's bag in the hallway. **DO NOT** bring toys or items into the classroom for the teacher to separate from the child. Any items must be put in the child's bag **BEFORE** your child is released to the teacher. Playschool is a fun place for your child to come and stay and we make sure that it is. You **DO NOT** need to bribe your child. If a child requires a comfort item, this can be kept in the child's bag during the day.
 - e. Please provide enough diapers/pullups and wipes for your child for the day.
 - f. Label belongings, all clothing, lunch boxes, and individual supplies should be clearly labeled to help prevent loss of these items.
 - g. Please **do not** dress your child in "Sunday best." We do "hands-on" and sometimes messy activities each day. Even with a paint smock, clothes are not always fully protected.
 - h. Pacifiers/baby bottles are not allowed in the 2/3 year old classroom or the Pre-K class. This is for sanitary reasons, please.
15. **ILLNESS OR INJURY**
 - A. If your child becomes ill or injured during the FBC-Elkin Playschool time, we will attempt to reach a parent by telephone. It is important that we have a phone number where you can be reached and the name and phone number of an-

other person who will care for your child in the event you cannot be reached. This person must be listed on your child's release form.

- B. If your child is ill, please keep him/her at home until the illness is over. Your child needs to be without fever for 24 hours before returning to Playschool. If your child acts sick in the morning - lethargic, vomiting, nauseous, etc., please keep your child at home.
 - C. If your child has a contagious illness, please check with your doctor before sending him/her back to Playschool.
 - D. Runny noses: clear is fine, green and running profusely needs to stay at home.
16. **INSURANCE COVERAGE:** AF Insurance, Johnson Ridge Road, Elkin, NC.
17. **TOILET TRAINING:** Please be sure your child is going to the toilet 90% of the time before placing them in pull-ups. We will help you work with your child when your child is ready. Children in the Pre-K class must be completely trained in order to remain in the class. If child wears overalls, please be sure they have snaps in the legs for easier changes.
18. **REGISTRATION:** Registration will be held once a year for the fall and spring sessions. This will be done in May. The deadline for each will be posted and sent to current families. Medical release forms must be filled out and returned before the deadline. Registration ensures your child(ren) will have their "spot" for the next session. Registration is open first for current families and then to other families as space is available. A registration fee is due upon registration. This fee will help cover the cost of supplies and gas for field trips, etc. and is not refundable or applicable to the monthly tuition. Fee may vary according to how many days the child is registered and for the four year old class.
19. **IMMUNIZATIONS:** The Health Department or your child's physician must verify that your child's immunizations are up to date. Please complete the immunization form and return before the first day of Playschool.
20. **TUITION:** Tuition for pre-registered regular children is \$130 for 3 days a week and \$105 for 2 days a week, \$190 for 5 days for 1 yr-4yr-old, and \$140 for the 3 day Pre-K program only. Tuition is due by the 10th. Tuition will not be adjusted for closings or days missed by an individual child. Missed days cannot be "made up." "Drop-in" charge is \$20/day per child, payable upon arrival. (See details for

Drop-In's in Section 5). Checks should be made payable to First Baptist Church of Elkin Playschool. If paying after the 10th, a late payment charge of \$10 is due with tuition. If payment is late for two months, your child will not be able to return until your account is paid.

21. **CHANGE OF ADDRESS:** Please notify us of any change of address or telephone number as soon as the change occurs.
22. **WITHDRAWAL:** Parents withdrawing their child from FBC - Elkin Playschool will not be obligated to pay further tuition **provided a two week notice is given.** A 2 week notice is **MANDATORY** for withdrawal from the program to avoid a full month tuition charge.
If there are developmental issues in which we are unable to meet the needs of your child, a referral may be give to another agency or school for other services.
23. **VISITATION/OBSERVATION:** Parents are welcome to visit our program at any time after 9:20 so we can get the children settled in for the day. Other children should not visit unless a parent accompanies them. We welcome anyone to visit and observe our program but we are here to provide our children with an atmosphere of calm and often visitors can be a distraction from the norm.
24. **CONFERENCES:** If you need a conference with the director or teacher, please request one. A date and time will be set-up for your convenience. If we feel we need a conference concerning your child's behavior, developmental progress, or other concerns, we will schedule one with you. We will have an optional parent/director conference in the Fall or Spring to give you information on your child's progress at playschool. We cannot have conferences during drop-off and pick-up time. Please do not ask teachers to discuss your child in front of other parents.
25. **BIRTHDAYS:** If you wish to plan a special celebration for your child, please notify the teacher in advance at the *beginning* of the month. We prefer this at snack time/unless you are providing lunch (healthy choices please). Please use the bite size cupcakes, and low sugar or 100% fruit juices. Sugar-Free Jello is a fun option. Also, please limit sugar items in "goodie bags." Only 1 party per week - PLEASE CHECK WITH THE DIRECTOR AND THE TEACHER before scheduling a party. We may already have a special dessert or snack time that day.
26. **DISCIPLINE:** For the younger classes, we will use redirection (2 yrs and under). For the other classes we will use "time-out." Repeated inappropriate behavior

may result in being removed from the classroom for a brief, supervised time-out in Mrs. Pat's office. If inappropriate behavior continues, we will schedule a conference with the parents at the school or by telephone. We are adamant about teaching children not to spit, bite, or hit other children. Continued spitting and biting, in particular, may lead to child having a one day suspension or dismissal from program. Of course, for babies and toddlers, it is a developmental issue, however, it is not tolerated in the Pre-K classroom. If all disciplinary procedures fail, continued unprovoked aggression may lead to child's removal from our program at the Director's discretion.

27. Pre-K class entrance: Must be 4 years old by August 31st. The child must be toilet trained and able to attend to self if accident occurs. If your child has a summer birthday or if birthday falls very close to cut off date you may request a teacher/observation assessment and/or teacher/director conference to help determine if your child is developmentally ready for this class. Pre-K class is offered in two options only: 3 days—Monday, Wednesday, Friday or 5 days—Monday through Friday.

Child Safety Policy

The safety of your child is taken very seriously at FBC Playschool. We want parents to feel good about leaving your child in our care. We promote a loving, caring, nurturing environment with trained staff dedicated to the growth of your child. We provide, with your help, a safe environment that follows these guidelines.

- All employees of FBC Playschool, substitutes, and all FBC Elkin employees have been screened with national background searches.
- All teachers have had training in child abuse/sexual abuse awareness and prevention. All have signed FBC Elkin Church policy statement and have signed FBC Playschool employee policy guidelines. If a parent wishes to view a copy of our employee policy you it is available in the church office. We set a high standard of care that our teachers ascribe and adhere to.
- Our teachers have American Heart Association Child/Infant and Adult CPR certification. New First Aid certification to be complete this Fall.
- For 2012-13 school year we have two teachers per classroom. We prefer two

teachers with children at ALL times. However, classroom situations may necessitate one teacher to be indisposed due to one-on-one teaching, children bathroom breaks, craft readiness, etc. Children are never left unattended or unsupervised at any point. One adult is always present.

-Teachers have emergency numbers in their file. Always be sure child's teacher has numbers where you can be reached. We DO NOT release children to anyone that is not listed on your child's form. Include all people, and their numbers, who may pick up your child. If anyone different, not on the list, is to pick up your child you must send a note that morning. You may call us, if emergency, if someone on your list is to pick up your child.

-If playschool enforces an emergency lock-down, or evacuation, parents will be notified and instructions given.

-FBC Elkin Playschool conducts random fire drills, emergency weather drills, and evacuation drills.

-Parents must sign a media release statement.

-A comprehensive permission/release form must be signed and kept on file yearly for Pre-K field trips. A separate permission slip will be sent home prior to each field trip.

-Please park in designated parking spaces. Do not park/block entry or driveway. Do not let your child run in parking lot or in church hallway. Children are not allowed to play on choir loft steps.

-Please read and sign FBC Elkin Playschool policy handbook. Help us keep your child safe by following guidelines in our policy.

Please Return This Page To Your Child's Teacher!

FBC Elkin Playschool
Media Release Statement

FBC Elkin Playschool may use my child's artwork, or photo on bulletin boards, church website, town paper, including child's name.

I agree

I do not wish for child's name

I do not wish for child's photo

I do not wish for artwork to be displayed

Other:

Playschool is not responsible for others posting my child's picture, name, or artwork on internet media. Playschool currently does not have Facebook page or website. Only included on church website.

Signed _____ Child's name _____

Date _____

Agree To Adhere to Policy:

I have read the policy book and understand its content. I will do my best to adhere to the policies set forth for the good of my child and the playschool program.

For Pre-K parents: I promise to bring my child regularly and participate in their learning. (A folder will be sent home daily/weekly with very brief interactive activities for parent and child to do together. Not homework - Funwork!)

Signed _____ Child's name _____