

kids first



LEARNING CENTER

2017 - 2018

PARENT HANDBOOK

WELCOME!

Thank you for taking interest in Kids First Learning Center (KFLC) at First Baptist Maryville. We are honored that you have entrusted us with the care of your child. It is our goal to provide a quality learning experience for your preschooler. KFLC offers two day classes for children ages 1 year to 3 years old and two or three day classes for K4 children. Children must be at least 4 years old by September 1 of the enrolling school year to enroll in K4 classes. Our developmentally appropriate curriculum provides hands-on learning activities for each child that focus on fine and gross motor skills, music, art, science, math, and language.

This booklet has been prepared to help you understand our purpose and policies. Please read over the material carefully and feel free to contact us with any questions.

Thank you,



Christy Pacheco, Director, KFLC

618.505.7007 x145

cpacheco@fbmaryville.org

OUR PURPOSE

First Baptist Maryville wishes to minister to the surrounding communities through our KFLC program. We have designed KFLC with the following purpose in mind:

- To offer parents a safe, caring, loving place to bring their children while they tend to other needs.
- To offer children a safe, caring, loving place to come while they are away from their parents.
- To teach social skills--how to interact with other children and how to overcome separation anxiety.
- To teach basic age-appropriate education skills.

OUR STAFF

KFLC teachers and staff members are thoroughly screened and receive ongoing training courses every six months. Each staff member is CPR certified and many of our teachers hold teaching degrees. Each staff member is a Christian and is actively involved in their home church.

TABLE OF CONTENTS

ENROLLMENT RE-ENROLLMENT OPERATION	4
AGE-APPROPRIATE DEVELOPMENT	5
SCHEDULE LIBRARY	5
STUDENT/TEACHER RATIO	5
TUITION SECURITY CHECK-IN	6
ABSENCES PICK-UP PROCEDURES	7
HOLIDAYS & PARTY DAYS	7
BIRTHDAYS WHAT TO BRING WHAT NOT TO BRING	8
DRESSING YOUR CHILD FOR CLASS	8
TOILET EXPECTATIONS SUPPLIES	9
COMMUNICATION	10
DISCIPLINE POLICY	11
EMERGENCY MEDICAL PLAN OF ACTION	12
HEALTH & HYGIENE VACCINES & IMMUNIZATIONS	13
WEATHER POLICY	14
DEVELOPMENTAL ABILITIES OF ONES	15
DEVELOPMENTAL ABILITIES OF TWOS	16
DEVELOPMENTAL ABILITIES OF THREES	17
DEVELOPMENTAL ABILITIES OF FOURS	18
DEVELOPMENTAL ABILITIES OF FIVES	19
ABOUT FIRST BAPTIST MARYVILLE	20

ENROLLMENT

Open enrollment begins in January each year. Applications will be available online on the church website: www.fbmaryville.org/kflc/registration. Interested parties should attend the Open House to tour the facility, meet our staff, and receive additional information.

To enroll your child, parents must fill out an online application form for each child and submit the non-refundable registration fee along with a copy of the child's birth certificate and immunization records. Placement interviews for incoming three-year-olds and K4 students will also be conducted. Class assignments are made based on the child's date of birth, placement interviews, and availability in the appropriate classroom.

We are not able to accept special requests for teachers or classmates. Kids First Learning Center admits students of any race, color, and national or ethnic origin. One-year-olds must be able to walk and three-year-olds must be potty trained in order to attend.

If a space is not available for your child, they will be placed on our waiting list and notified if and when an opening is available. Children applying after the school year has begun will be placed if openings are available. Tuition payments will be pro-rated for any child who enrolls mid-month.

Once a child is registered and enrolled, they will be a permanent student for the entire school year. If you choose to withdraw your child from the program, please notify the director ten days in advance. Your tuition continues to accrue until notification is given. (Should you choose to re-admit your child into the program within the same school year, a \$10 registration fee will be assessed.)

RE-ENROLLMENT

Children currently enrolled in the program must re-enroll every school year. Enrollment for current students and their siblings begins in January each year. All tuition and fees must be up to date before registering for the following school year.

OPERATION

KFLC operates Monday - Thursday from 9:30 a.m. to 2:30 p.m. Children may attend Mondays & Wednesdays OR Tuesdays & Thursdays. K4 children (four by Sept. 1) may attend two-day or three-day classes (Tuesdays - Thursdays). Classes are held from September – May.

AGE-APPROPRIATE DEVELOPMENT

Our program is designed to help children develop in age-appropriate ways. Each classroom will seek to provide every child intellectual, emotional, social, physical, and spiritual development. A list of developmental abilities can be found on pages 15 - 19 of this booklet. If teachers observe, at any time throughout the school year, that a child is significantly struggling to meet milestones in any of these areas, a conference may be scheduled to discuss a plan of action.

Our desire is to provide a loving, nurturing, educational environment for all children. However, our program may not best meet the needs of every child. If the classroom or individual safety cannot be maintained, a child may need to be removed or placed elsewhere within the program.

SCHEDULE

Daily schedules vary depending on each class. Most classes will participate in the following activities each day. (Not necessarily in this order.)

- Chapel (Pledge of Allegiance, Bible pledge, memory verse, worship songs)
- Bible and Circle Time (calendar, weather, etc.)
- Snack and Lunch – provided by parents
- Age-appropriate, Bible-based Educational Learning
- Music, Arts & Crafts
- Free Play (Indoor or Outdoor Playground, Gym, or Classroom Toys)
- Nap or Rest Time
- K4 Classes also include Science and Library

LIBRARY

All of the students in our K4 classes have the opportunity to visit our library each week. Each child will be issued a library card and will be responsible to return any book withdrawn the following week on the assigned library day for his/her class. Books that are lost, damaged, or not returned by the last week of April will be charged to the student's tuition account.

STUDENT/TEACHER RATIO

12 - 24 month classes (BLUE) are limited to 8 children with 2 teachers (4:1)

2-year-old classes (GREEN) are limited to 10 children with 2 teachers (5:1)

3 year old classes (ORANGE) are limited to 12 children with 2 teachers (6:1)

K4 year old classes (PURPLE) are limited to 12 children with 2 teachers (6:1)

TUITION

Tuition is determined by the actual number of attendance days during the year divided into equal monthly payments.

Because of financial commitments which must be made early in the planning for each new school year, Kids First Learning Center expects each family to be committed financially for the full school year. Tuition is based on program operating days and not on student attendance. Absence from the program does not preclude payment of tuition. If a student leaves the school for any reason before the end of the school year, tuition will continue to accrue until a ten-day notice has been given to the Director from the parents.

Tuition is due the first school day of each month. We accept cash, checks, credit/debit cards or automatic withdrawal from your bank account. If you choose a method other than cash or check on the KFLC Registration Form, you will receive a Payment Option Form that must be returned by Orientation Night.

Please make checks payable to **FBCM/Kids First**. All checks made out another way will be returned. You may place your payment in the designated box at the front desk. If no payment is made by the 10th of the month, a late fee of \$10.00 will be charged.

If payment is more than four weeks late, the child will be withdrawn from the program unless prior arrangements have been made with the director.

If you need to set up an alternate pay date, please contact the director. A \$25.00 fee for returned checks will be assessed.

SECURITY

The safety of every child is very important to us. For your child's protection, each family will be issued two security badges with the child's last name. A \$5 charge will be required for each additional or lost badge.

Designated persons should wear their badge when entering the building and during the duration of their stay. If a person does not have a badge or forgets it, they should stop at the front desk to sign in and obtain a visitor badge. Visitor badges need to be returned and the person should sign out upon leaving the building.

It is the responsibility of parents to inform others who are transporting their child of all security requirements.

CHECK-IN

For security purposes, please use the main entrance for the church **at all times**. Classes begin at 9:30 a.m. Doors open to parents and children at 9:25 a.m. please do not linger in the hallway or classroom when dropping off your child.

ABSENCES

Please notify us at 618.505.7007 if your child will be absent. If no one answers, please leave a message stating the reason for the absence. We need to know if your child has contracted an illness that may have been exposed to their classmates. Please see the Health and Hygiene information on page 13 to determine whether your child is able to attend school.

PICK-UP

Children may be picked up at 1:00 p.m. or 2:30 p.m. depending on the schedule selected on your enrollment application. If you would like to change the pick-up time mid-year, please notify the director. Naps will be given to children staying until 2:30 p.m. (other than K4). Children will be required to stay on their nap-mat and remain quiet during the entire hour and a half. If a child is not able to do this, their pick-up time will be changed to 1:00 p.m.

KFLC reserves the right to delay or refuse student pick-up in the event of unsafe conditions and the right to contact approved transportation alternatives. If a child has not been picked up within 45 minutes of dismissal without prior notification from the child's parent, police will be called.

LATE PICK-UP FEE

If you are unable to pick up your child by the designated time, you must call the director. If you are more than ten minutes late, a fee of \$5 for each additional ten minutes will be added to your next month's tuition bill. This includes 1:00 p.m. pick-up as well. Habitual late pick-up is grounds for dismissal from the program.

ALTERNATE PICK-UP PROCEDURES

PLEASE NOTIFY THE DIRECTOR IN ADVANCE if someone other than a parent or regular caregiver is picking up the child. This person must present a valid picture ID and know your child's password. Teachers will not release children to unknown persons without pre-approval of the parents.

HOLIDAYS & PARTY DAYS

KFLC will observe Thanksgiving, Christmas, New Year's Day, and Easter. Other federal holidays may be observed if they occur on a school day. Specific dates are included in the calendar you will receive in the fall information packet.

Most classes will have a Fall Festival and Christmas party. KFLC does not observe Halloween and any items related to this theme will not be distributed to students. Parents may or may not be included in the parties based on the teacher's discretion.

BIRTHDAYS

If you would like to provide a special snack for your child's birthday, please check with teachers for any allergy concerns. We cannot give out addresses or phone numbers of other classmates for invitation purposes.

WHAT TO BRING

Each child should bring a backpack or diaper bag to store personal belongings. Include in the bag the following items:

- Change of clothes (extra pants, shirt, socks, underwear, and shoes)
- Diapers and wipes (if applicable)
- No-spill cup (Age 4+ not necessary)
- Sack lunch and drink (please include utensils if needed)
- Nap mat for rest time (not necessary for children leaving at 1:00 p.m.)
- It is extremely important to **LABEL ALL** of your child's belongings, including backpacks, lunch boxes, jackets, and Sippy cups.

WHAT NOT TO BRING

- Breakfast
- Toys from home (except for show and tell)
- Cash or coins
- Expensive hair bows, barrettes and jewelry as these tend to get lost or misplaced

DRESSING YOUR CHILD FOR CLASS

Please dress your child for his/her comfort. While we take every precaution to protect clothing during craft experiences, we cannot always prevent accidents. For your child's health and safety we request the following:

- Shorts under dresses for girls
- Sneakers
- Layers in winter for classroom comfort

TOILET EXPECTATIONS

Toilet-Trained: All children who will be 3 years old by the first school day must be completely toilet-trained. This means they do not have to be asked if they have to go and are able to handle all bathroom duties without assistance. If a 3-year-old child is not toilet trained by the first school day, they will need to be placed in a 2-year-old classroom if a space is available.

Toilet Training: We ask that you try to begin training during the weekend or on vacation. We will follow through and encourage your child here at school, but the child must be showing signs of readiness. When a child is ready, the process should go quickly. A child who is ready can verbalize and have enough control so that he/she has enough time to walk to the restrooms.

SUPPLIES

Supply lists for each class will be available on the website (fbmaryville.org/kf1c) beginning in June. All supplies should be brought to the parent orientation. If you cannot attend the orientation, please bring them on the first day of school.

COMMUNICATION

We want to ensure that every parent in our program has the opportunity to stay informed. Communication will be provided on a program-wide and individual classroom basis. Some types of communication that you can expect:

- From Teachers
 - Folder sent home each day with information about what happened in class, including classwork
 - Classroom newsletter, e-mail, or Facebook group
 - Last-minute reminders, changes to schedules, or classroom needs
- From KFLC
 - Monthly newsletter in folder
 - Regular updates to Facebook page
 - Regular reminders via Constant Contact email
 - Messages on electronic message boards at each hallway
- In the Event of Cancellation
 - Please see our weather policy on page 14
 - You can also receive this information via a text message alert by enrolling with remind101. Simply text @9d915f to 314.272.3260 to sign up for this service.

We also want to make ourselves available to receive communication from you. Your child's teacher will provide you with her preferred method of contact. The Kids First Learning Center administration can be reached during the office hours listed below. Please keep in mind that questions regarding a particular classroom should first be addressed to the teacher.

Director: Christy Pacheco
618.505.7007

Monday - Thursday, 8:30 a.m. - 4:00 p.m.
cpacheco@fbmaryville.org

Assistant Director: Kelly Nischwitz
618.505.7007

Tuesday - Thursday, 8:30 a.m. - 3:00 p.m.
knischwitz@fbmaryville.org

Curriculum Coordinator: Leah Kirk
618.505.7007

Monday - Wednesday, 9:00 a.m. - 2:45 p.m.
lkirk@fbmaryville.org

DISCIPLINE POLICY

It is the goal of KFLC to provide a warm, caring environment in the classroom to promote feelings of self-confidence and self-control in each child. We encourage children to make good choices regarding their behavior, and to show respect to the teachers and other children in the classroom. Continual aggressive or defiant behavior will not be accepted.

Expectations for a child's behavior shall be appropriate for the developmental level of the child. This shall be done by the establishment of simple understandable guidelines for the children to follow. We refer to these as ROAR.

- R**espect others,
- O**bey the teachers,
- A**ccept
- R**esponsibility for your actions.

Praise and encouragement of good behavior shall be used instead of focusing only upon unacceptable behavior. Redirection or brief supervised separation from the group may be used when necessary.

Discipline includes listening, being patient and sensitive; firm, but friendly. Moderately increased tone of voice can be effective in managing a child's behavior. The KFLC staff will not demean a child or use physical punishment in any way to correct a child's behavior.

Children shall not be permitted to intimidate or harm others or themselves or destroy property. If a child continues to behave inappropriately, it may be necessary to have the parents involved in helping the child. The needs of the child will be our highest priority. Repeated discipline issues may require a parent conference with the director and removal of the child from the classroom or program.

EMERGENCY MEDICAL PLAN OF ACTION

It is the goal of KFLC to provide a safe and healthy environment for each child enrolled in the program. In the event that medical treatment is needed, the following protocols will be used.

INJURY ACTION PLAN

In the event of a minor injury, i.e., scrape, small cut, bump from a fall, we would quickly assess the injury, apply proper first aid care to the injury, and notify parents of injury in a timely manner.

If an injury requires more than first aid, we would quickly assess the injury, call 911 (if necessary), and notify the parents immediately.

ALLERGY ACTION PLAN

If a child enrolled in our program requires an epi-pen, both staff in the room will be trained to administer it. The child's parents and physician will be asked to provide an individual allergy plan of action to be followed for that child. In the event of an allergic reaction, that plan will be implemented and the parents notified immediately.

Signs of an allergic reaction:

- Itching and swelling of the lips, tongue, or mouth
- Itching and/or sense of tightness in the throat, hoarseness, and hacking cough
- Hives, itchy rash and/or swelling about the face or extremities
- Nausea, abdominal cramps, vomiting and/or diarrhea
- Shortness of breath, repetitive coughing or wheezing
- Passing out

HEALTH AND HYGIENE

For the protection of your child and others, any child who is ill cannot attend class on that given day. Children will not be allowed to stay when any of the following conditions exists:

- Temperature above normal (within last 24 hours). Normal temperature must be present without the use of fever-reducing medication.
- Vomiting and/or diarrhea (within last 24 hours)
- Any symptom of the usual childhood diseases: scarlet fever, measles, mumps, chicken pox, whooping cough, hand, foot and mouth disease
- Common cold, sore throat, croup
- Any unexplained rash or skin infections: boils, ringworm, impetigo
- Head lice
- Pink eye or any other eye infections

Teachers are instructed to follow recommended hygiene policies such as:

- Correct hand washing methods
- Use of hand sanitizer
- Use of disposable gloves for diapers and bodily fluids
- Reporting accidents or injuries

If your child develops any contagious illness, please notify the director so proper precautions can be taken and notification given to other parents.

Students should arrive to school prepared to learn and safely participate in activities along with any adaptive devices, mobility equipment, or corrective aids prescribed by a healthcare provider (i.e. glasses, hearing aids, wheelchair, etc.).

Please remember that our goal is to protect the health of all the children and families in our program. In order to achieve this goal, we do not accept children into our program who are not immunized.

VACCINES & IMMUNIZATIONS

For the protection of your child and others, KFLC follows the vaccines and immunizations schedule of the Centers for Disease Control and Prevention. The list of vaccines and immunizations and suggested schedule can be found at cdc.gov. KFLC does not accept children who are not immunized, even if they have an exemption, religious or otherwise.

WEATHER POLICY

Occasionally, KFLC must adjust its schedule to ensure the safety of our families and staff. In the event that dangerous conditions exist, the following measure will be taken:

SCHOOL CLOSURE

If school is canceled, we will give as much advanced notice as possible for our families to make accommodations. When appropriate, school will be canceled the night before. In the event a determination cannot be made the night before, school will be canceled by **7:00 a.m.**

SCHOOL CLOSURE NOTIFICATION

In the event school is canceled, it will be posted on the following television stations: KTVI-Fox 2 St. Louis, KMOV-Channel 4 CBS St. Louis, ABC 30, and KSDK-Channel 5 NBC St. Louis. Snow schedule or early dismissal notifications will also be posted on the same stations.

SNOW SCHEDULE

In the event that weather conditions do not allow for a regular start time, we will invoke the snow schedule. School will begin at **10:30 a.m.** Doors will open at **10:25 a.m.**

EARLY DISMISSAL

KFLC will take all possible measures not to send students home during the middle of the school day. However, if deteriorating weather or road conditions require us to dismiss early, all classes will dismiss at 1:00 p.m. You are always welcome to pick up your child early if you like.

In the event that three or more school days are cancelled, those days may be added to the end of the school calendar. No tuition adjustments will be given.

DEVELOPMENTAL ABILITIES OF ONES

PHYSICAL

- Sit well in chairs
- Climb
- Love to explore
- Use markers on paper
- Carry objects from place to place
- Move constantly

MENTAL

- Remember simple events
- Begin to group familiar objects
- Use trial and error in learning
- Can label body parts
- Understand and use words for items
- Try to make themselves understood

SOCIAL/EMOTIONAL

- Experience stranger anxiety
- Play simple games
- Can practice “taking turns”
- Like to exert control
- Recognize others’ emotions
- Imitate household actions

SPIRITUAL

- Begin to make simple choices
- Continue to grow in trust of adults
- Begin to distinguish between acceptable and unacceptable behavior
- Begin to recognize simple pictures of Jesus

DEVELOPMENTAL ABILITIES OF TWOS

PHYSICAL

- Develop preference for right or left hand
- Stand on one foot and balance
- Jump on tiptoes
- Walk between parallel lines
- Have better gross motor coordination
- Have difficulty relaxing
- Help undress self

MENTAL

- Use 5 to 300 words
- Begin using sentences
- Identify self by gender
- Follow simple directions
- Match, compare, group, sort items
- Enjoy repetition
- Begin using numbers
- Repeat songs
- Know colors

SOCIAL/EMOTIONAL

- Take interest in family
- Try to help
- Initiate play with peers
- Can be loving and affectionate
- Are responsive to others' moods
- Use imagination
- Strongly assert independence

SPIRITUAL

- Can sing simple songs about God and Jesus
- Can say thank you to God
- Can listen to Bible stories

DEVELOPMENTAL ABILITIES OF THREES

PHYSICAL

- Develop preference for right or left hand
- Stand on one foot and balance
- Jump on tiptoes
- Walk between parallel lines
- Have better gross motor coordination
- Have difficulty relaxing
- Help undress self

MENTAL

- Use 5 to 300 words
- Begin using sentences
- Identify self by gender
- Follow simple directions
- Match, compare, group, sort items
- Enjoy repetition
- Begin using numbers
- Repeat songs
- Know colors

SOCIAL/EMOTIONAL

- Take interest in family
- Try to help
- Initiate play with peers
- Can be loving and affectionate
- Are responsive to others' moods
- Use imagination
- Strongly assert independence

SPIRITUAL

- Can sing simple songs about God and Jesus
- Can say thank you to God
- Can listen to Bible stories

DEVELOPMENTAL ABILITIES OF FOURS

PHYSICAL

- Show good large muscle coordination
- Develop a longer, leaner body
- Develop fine motor control for cutting with scissors, painting, and drawing
- Walk backwards
- Need a high level of physical activity

MENTAL

- Remember name and address
- Have increased attention span
- Can do two things at once
- Are imaginative; cannot separate fact and fantasy
- Show a curiosity about life cycle
- Understand time concepts better
- Use 500 to 2000 words

SOCIAL/EMOTIONAL

- Have total confidence in own abilities
- Are bossy; show great independence
- Tattle frequently
- Focus on cooperative play and take turns
- Like to be helpers if they initiate the idea
- Respond to reason, humor, and firmness

SPIRITUAL

- Like to retell Bible stories
- Enjoy Bible verse games
- Recognize that God and Jesus love people and help people in special ways
- Accept responsibility for helping people
- Begin to develop conscience

DEVELOPMENTAL ABILITIES OF FIVES

PHYSICAL

- Show good eye-hand coordination
- Dress themselves
- Exhibit right and left-handedness
- Control their large muscles
- Enjoy building materials with parts to assemble
- Are learning to print and copy words

MENTAL

- Are challenged by new tasks
- Seek explanations concerning why and how
- Begin to recognize basic reading words
- Enjoy classification, sequencing, and sorting
- Use many words without knowing their meanings
- Use a vocabulary of 2000 plus words

SOCIAL/EMOTIONAL

- Play cooperatively with other children
- Enjoy imitating adults
- Begin to distinguish truth from untruths
- Enjoy competition
- Are learning to share and take turns
- Can accept responsibility

SPIRITUAL

- Ask questions about God
- Express love for God and Jesus
- Can recall Bible stories
- Can make life application of Bible verses
- Show concern for others
- Can sing songs about Jesus
- Continue to develop a conscience

ABOUT FIRST BAPTIST MARYVILLE (FBM)

FBM Mission Statement:

First Baptist Maryville is a Bible-believing congregation providing a place for Christians to:

Exalt the Savior

Equip the People

Encourage the Hurting

Evangelize the Lost

Enlarge the Kingdom

Whatever your need or interest, First Baptist Maryville is here to serve you!

FOR MORE INFORMATION ABOUT FIRST BAPTIST MARYVILLE, VISIT:

www.fbmaryville.org