

First Baptist Church Preschool Parent Handbook 2023-2024

Welcome to First Baptist Church Preschool!

Thank you for choosing our Preschool. We are a licensed Preschool providing an environment that meets the academic and social needs of children ages 6 weeks to five years old.

It has been said that 95% of a person's concepts are formed before he or she enters first grade. The environment in which the children learn is extremely important for helping to lay foundations of all types, especially spiritually.

Careful consideration of space, equipment, and other teaching resources is the first step in providing a quality learning environment for our children. God created children to be active learners. The classroom will include developmentally appropriate activity centers that help the children grow spiritually, physically, socially, emotionally, and cognitively.

Hours

The Preschool is open Monday-Friday from 7:00am until 6:00pm. The Part-Time program ends at 11:45am each day. If your child is only enrolled in the Part-Time program, please pick your child up by 12:00pm. Please be prompt. A late fee will be charged after 12:00pm.

The teachers prepare daily for the education of your children. The class schedule begins at 8:00 a.m., with "welcome play time" from 8:00am - 8:30am. At 8:30am, teachers start their lesson time. Please be courteous and arrive on time. Late arrivals disrupt the classroom schedule.

Arrival and Departure

- You **must** sign your child in and out **every day** on the computer. You will be able to view account details and messages from the Director. The sign in procedure is necessary for the safety of the children.
- Only an authorized adult is allowed to pick your child up. This person must be listed on your child's enrollment form. If they are not on the list, then we cannot allow them to take your child home (Unless we have written permission from the parents). Picture ID must be shown to the teacher in order to release a child to anyone other than the authorized guardian. If you have an authorized person picking up your child and they have not had their fingerprint registered, they will need to go to the office to sign your child out.
- **Parents will be allowed to come into the building to both drop your child off and pick them up. In order to try to reduce the spread of germs between classrooms and kids, we will have you drop your child off at the door of the classroom. Anyone dropping off or picking up will not be permitted inside the classrooms.**
- **IF YOUR CHILD IS IN THE INFANT OR ONE YEAR OLD CLASSES THEY NEED TO BE DROPPED OFF BY 9:00AM.** Class starts at 9:00am. If you arrive after 9:00am, please wait outside the classroom until the teacher is done with circle time. If you are going to be dropping off after 9:00am due to a doctor's appointment or family emergency, please notify the Director. If going to the doctor, bring a doctor's note with you when you arrive. If you arrive after 11:30am, without notifying the Director of your child being late, you will be asked to keep your child with you for the remainder of the day so as not to cause disruption to the class.
- **IF YOUR CHILD IS IN THE TWO-, THREE- OR FOUR-YEAR-OLD CLASSES THEY NEED TO BE DROPPED OFF BY 8:30AM.** Class starts at 8:30am. If you arrive after 8:30am, please wait outside the classroom until the teacher is done with circle time. If you are going to be dropping off after 8:30am due to a doctor's

appointment or family emergency, please notify the Director. If going to the doctor, bring a doctor's note with you when you arrive. If you arrive after 11:30am, without notifying the Director of your child being late, you will be asked to keep your child with you for the remainder of the day so as not to cause disruption to the class.

- **If your child comes for the Part-Time program only and they are not picked up at 12:00 pm**, the late fees are as follows:

From 12:10-12:25 \$10

From 12:26-12:35 \$30

You will not be charged these fees if you have made prior arrangements for your child to stay for aftercare. The charge for aftercare is \$2 per hour.

If your child is not picked up by 6:00 pm the late fees are as follows:

From 6:00-6:15 \$10

From 6:15-6:30 \$30

From 6:30-6:45 \$50

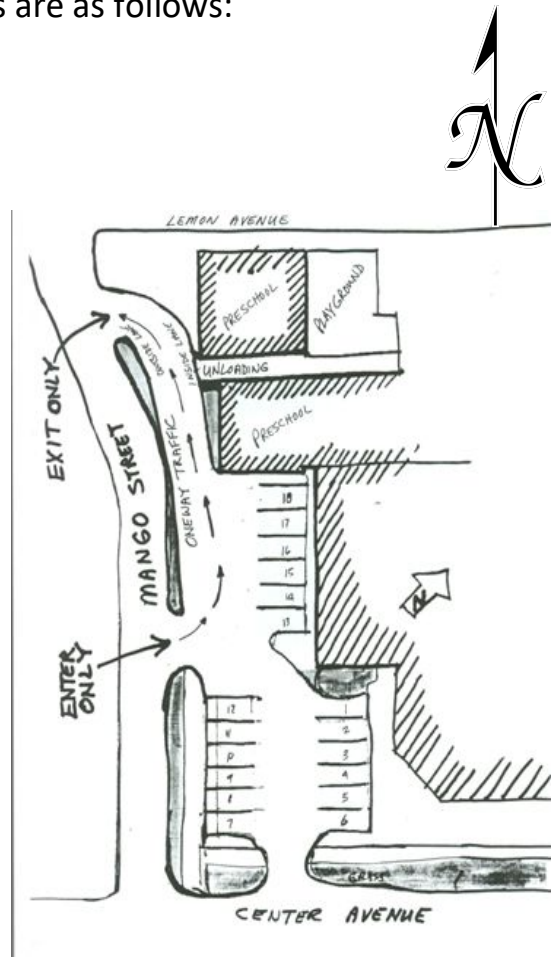
The fees need to be paid no later than the following Friday.

Parking

Parking is available on the west side of the church facing Mango St. Please make sure to follow the diagram for drop-off and pick-up. **It is important that you do not park in the outside lane;** this is for the vehicles to get out of the driveway. Parking is only available for the inside lane.

Registration

- Registration is open until spaces are filled on a first-come-first-serve basis.
- Registration fee is \$145 for new students and \$125 for returning students. The fee is for your child's curriculum, new materials, administrative purposes, and equipment for the classrooms. **(Non-refundable)**



- There is a \$50 supply fee for One-Year-Olds and up. You will be billed \$25 in September and \$25 in January.
- The first day of preschool will be August 7, 2023, and the last day of school will be May 24, 2024
- . If you have any questions, please contact us at the Preschool office at 385-4704 or email at awhitehurst@fbsebring.com . Our fax number is 385-4184.

Faculty

Our staff are Christians with a genuine love for children and a broad knowledge of child development and teaching methods. Our teachers are certified in CPR and First Aid and have completed (or are in the process of completing) 40 hours of Early Childhood courses. In addition, our teachers are required to have 10 hours of in-service courses annually.

Facilities

Our facility offers a variety of engaging activities for your child. The playground is equipped with sturdy equipment appropriate for their age level. We have a secure facility with security cameras that are monitored from the Church office and the Preschool office, and a security door at each entrance which requires a pass code to enter. Every teacher always has a 2-way radio on them to keep an open line of communication with the director and other teachers.

Clothing

Please dress your child in simple, loose, and comfortable clothing that your child can manage with very little help. **Do not send your children in “flip-flops” or other sandals without backs. You will be called to bring your child proper shoes.** Tennis shoes or sneakers are best. Label all items brought to class, especially clothing such as jackets, sweaters and blankets used for naptime. There is a lost and found in the Preschool Office.

Toys from Home

Toys and costume jewelry from home **are not permitted** except for Show and Tell days. Please make sure these items stay in the car so that there are no issues in the classroom. These items need to be removed from their backpack as well, so they do not cause a distraction.

Birthdays

Birthday parties are welcome in the classroom. Children may bring a special snack or treat for their class as part of their birthday celebration. Children with summer

birthdays may choose to celebrate a “pretend” date. Parents are welcome to come for snack time or may send the snack. Please let the teacher or Director know **48 hours in advance** if you plan to have a party in the classroom so other parents can be informed of the special snack or activity. This notification is required by DCF.

Bottles and Pacifiers

- If your infant is on formula or cereal, they must be pre-mixed before you arrive. They will be stored in the refrigerator for that day. All bottles and cups must have the child’s first and last name written on them.
- Breast milk will never be warmed in the microwave.
- Leftover breast milk can be sent home upon request of the parent.
- According to DCF regulation, formula and breast milk that has been out for 1 hour cannot be given to the child again.
- If an infant under 6 months has a water bottle, a doctor’s note must be provided as to why this is needed.
- Once the child enters the 2-year-old class, bottles and pacifiers will not be permitted. There are no exceptions. **DO NOT BRING THESE ITEMS TO SCHOOL.**

Safe Sleep Practices For Infants

DCF has regulations regarding safe sleep practices. All staff have been trained in these safe sleep practices. According to DCF:

- All infants must be put to sleep on their backs unless they can roll over on their own.
- When dropping off your infant, they must be taken out of their car seat. If they are asleep, we will put them in their crib.
- Infants are not to sleep in the swings. If they fall asleep in the swing, they will be moved to their crib.
- If they have a medical need to be sleeping sitting up, a doctor's note is needed.

Potty Training

Potty training is a very delicate issue. If your child is ready, then we will assist your child in helping them learn how to use the potty. Here are some FBC Preschool potty-training guidelines:

- While you are potty training your children, bring them to school in underwear and we will help them. Do not be concerned about accidents.
- Plastic underwear works best. Please bring multiple sets of extra clothes as there will be many accidents.
- **All students must be potty trained in order to enter the 3-year-old class.**
- We would like the children in the 2-year-old class to be potty trained by January.

- Please dress your child in clothes that are easy for them to pull up and down.

Snacks

A healthy diet makes a tremendous difference in every child's life. Your teacher will give you a list of healthy snacks. If your child is here Full-Time, you will need to provide a morning and afternoon snack for your child every day. Water will be provided if your child runs out of the drinks you have sent in their lunch box. We prefer at least one fresh fruit and vegetable each day. Yogurt, cheese sticks, and whole grain crackers are some other healthy options. Please do not send sugary juices, candy, soda, or an abundance of sugary snacks. Ice packs are required for children in the 2-year-old class and older as part of DCF regulation. Food/snacks sent in for any infant that is old enough for solid foods, as well as students in our one- and two-year-old classes, such as but not limited to, hotdogs, grapes, and cheese, must be cut in ¼ pieces before sending them in for your child to eat.

If your child is in the Part-Time program, please pack a healthy morning snack and a drink. If your child is in the 2-year-old or 3-year-old class, they will also need lunch if they are not picked up by 11:15am.

Food Permission Slips

During the holidays, we occasionally have class parties or special snacks. We are required by DCF to have quarterly permission from the parents to provide these snacks. At the open house, we will have parents sign all the needed Food Permission Slips for the school year. There will be a separate form for students that attend the summer program. That form will be passed out when the time is needed. We will always adhere to any food allergies that your child may have.

Allergies

A list of your child's allergies will always be posted in the classroom. If there is a severe food allergy in your child's class that prohibits food from being in the classroom, we will notify you letting you know what that food is. If your child needs an Epinephrine Pen, please bring that to the office and fill out a Prescription Authorization Form.

Lunch

Lunch time begins at 11:30am. If your child will be staying for lunch, please provide a lunch that either does not need to be heated, or that can be warmed in one minute or less. Please remember to label your child's lunch box or bag with his/her first and last name, and any other items such as sippy cups, containers, etc. **Lunchables are**

acceptable only if the child can make the item themselves. NO sodas are allowed. Please keep in mind that we have many students that eat lunch, and we need to be able to get the lunches out quickly. DCF requires all lunch boxes to have a cold pack.

Items not permitted for lunch are noodle cups, macaroni and cheese cups, frozen meals, pizza lunchables, or any other pre-packaged item that requires prepping with water or takes more than 1 minute to heat up. Children 2 and up should have foods they can self feed.

Field Trips

The teachers schedule walking field trips periodically throughout the year. Please remember to sign the permission slip required for your child to attend a field trip.

Communication & Conferences

- **Communication is very important to us.** Please feel free to call or come into the office to discuss any issues or concerns you may have. An appointment may be needed.
- A teacher or parent can schedule a conference at any time. These meetings need to be scheduled through the Director.
- We ask that parents not call or text the teachers while they are working with the children. Please wait until after school hours to contact the teachers. Teachers are not allowed to be on their cell phones while they are working. If it is an emergency, call the Preschool Office and we can forward the message to them.
- Our main focus is the children and their safety. If you have a question or concern, please call the preschool at 385-4704 and we will relay the message.
- Please feel free to email the preschool at awhitehurst@fbsebring.com .
- You can send us a text on the preschool cell phone at 273-5834. You can leave messages about your child being absent or late because of appointments, or any other messages you may need to send.
- We have a Facebook page where we post pictures and send out reminders of upcoming events. Find us on at www.facebook.com/groups/Firstbaptistpreschool
- Procure: Our staff will communicate with you via Procure by text and email. This is where we post any upcoming events, classroom news, notes from your child's teacher and any other vital information.

Preschool Oversight Committee

The *Preschool Oversight Committee* is a committee that consists of church members. The committee assists the Director with financial and personnel issues of the preschool. The committee is also involved in setting and implementing policies and procedures for the Preschool.

Discipline Policy

All children are unique individuals created by God. It is important for us to provide love, attention, and opportunities for your children to grow in a Christian environment. It is our responsibility to help children learn self-control, socialization, sharing, and respect while they are in our care. We seek to use positive discipline.

The first step in disciplining a child is to simply talk to the child and redirect his or her actions. We will use positive reinforcement and will clearly define limits we want the children to follow. If further discipline is needed, the child may be placed in a “time-out” session. A “time-out” consists of the child spending quiet time in a chair in the classroom. Time-out sessions consist of one-minute times the age of the child. (ex. 3 minutes for a 3-year-old). Sometimes the child may need to have a “time-out” in the Director’s office. If discipline problems continue, we will start a discipline log. Prior to starting the discipline log, we will have a conversation with the parents, this way the parents are aware of the action that is being taken. Once a log sheet is filled, we will discuss the issue with the parents at a conference. In extreme cases, parents will be asked to remove the child from the preschool.

Expulsion Policy

Unfortunately, there are some situations where we must ask that the child be removed from the preschool either on a short term or permanent basis. We will do everything possible to work with the family in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the preschool:

Child's Actions for Expulsion

- Uncontrollable tantrums/angry outbursts
 - If a child has multiple tantrums/outbursts in the same day, the child will be sent home for the remainder of the day.
- Ongoing physical or verbal abuse to staff or other children
 - When a teacher is hit by a child, the child will be sent home for the remainder of the day.
- Excessive biting (See Biting Policy)

- Behavior becomes disruptive to the program and does not permit the staff to teach the other children.
- Child is at risk of causing injury to other children or him/herself.

Parent's Actions for Child's expulsion

- Failure to pay or habitual lateness in payment.
- Failure to complete required forms.
- Failure to keep shot records and physical forms current.
- Verbal or physical abuse to staff or preschool children

Prior to expulsion, parents will be called to have a conference detailing the situation. Every effort will be made by the preschool to help the child correct the problem. We will inform the parents of the length of the expulsion and what conditions, or changes are needed to be met for the child's return to preschool.

Biting Policy

Biting is a natural developmental stage that many children go through. Toddlers bite for many different reasons. The child may be teething, frustrated, or may have not developed strong verbal skills. Biting can be harmful to other children and to staff. We have created this biting policy with all children and staff in mind. As a preschool, we understand that biting is unfortunately a part of a preschool setting. Our goal is to help identify the reasons for the biting, and help families resolve the issue. If the issue cannot be resolved, this policy is put in place to help the children that are bitten. Our staff's job is to keep all children safe and help a child that is biting learn more appropriate behaviors.

When a child is bitten, both the biter and the injured child will receive an accident report letting the parent know of the incident. The biter will be separated from the situation and will be put in time out for 1 minute per year of age.

If biting becomes more frequent, the Teachers and Director will review the accident reports to find patterns or possible reasons the child is biting. Educational pamphlets about biting will be given to the parents so they have tools to help the issue at home, while we work with the child at preschool. We will talk with the parents about a plan that we can all work on together. The Teachers will shadow the child to help prevent the biting from occurring.

When biting becomes excessive, further steps will be taken.

For children 12-Months to 24-Months old

1. If a child bites 3 times in one week, the child will be sent home for the remainder of the day after the third bite. The child may return to school the next day. A log will be started for the child to keep record of frequency, time, and situation so we can find a solution to prevent further bites.
2. If a child bites 3 times in one week, after the third bite, the child will be sent home and required to stay home the remainder of the day and the following day.
3. If a child bites 6 times within one month, after the sixth bite, the child will be sent some for the remainder of the day. The child may return to school the next day.

For children 24-Months to 36-Months old

1. If a child bites 2 times in one week, after the second bite, the child will be sent home for the remainder of the day. The child may return to school the next day. A log will be started for the child to keep record of frequency, time, and situation so we can work of finding a solution to prevent further bites.
2. If a child again bites 2 times in one week, after the second bite, the child will be sent home and required to stay home the remainder of the day and the following day.
3. If a child bites 4 times within one month, after the fourth bite, the child will be sent some for the remainder on the day. The child may return to school the next day.

For children ages 3 and older

Once a child reaches 3 years-old, verbal skills are greatly improved, and biting usually disappears. If you are still having issues with your child biting others, you should contact your child's doctor. At this age, biting is in extreme circumstances, and usually when the child is losing a battle with another child or the teacher. At this age it is a behavioral issue. A behavior report will be written for all children that bite.

1. After a child has bitten 3 times, the child will be sent home for the remainder of the day.
2. Each time the child bites again, the child will be sent home for the remainder of the day.

In the rare circumstance that the biting cannot be controlled with the plans that were put in place, a conference will be scheduled to discuss the child's biting and to determine if enrollment can be sustained. We are obligated to do what is in the best interest of the child, the center, and the other children at the preschool. It will be at the Director's discretion when the child has reached the excessive limit. A meeting with the parents will occur before the child is at this level to warn of the possibility of removing the child from the preschool.

Safety

Your child's safety is very important to us.

- We conduct fire drills regularly as well as other emergency preparedness drills. You can receive a copy of our emergency preparedness plans upon request. Children cannot be checked in or out of school during any emergency preparedness drills.
- After drills are over, the Director will allow parents to pick-up their children in their classrooms. The alternate pick-up location for emergencies is the R.O.C. building across the street. The Director will let you know where your child is located.
- No children are allowed to be unattended anywhere in the facilities.
- We have security cameras throughout the church and at security doors.
- Only those persons listed on your child's pick-up list will be allowed to pick-up your child.
- Changes to the pick-up list may be submitted in writing *prior* to the new person being allowed to pick-up your child.
- If we suspect child abuse or neglect in any way, we are required by law to report our concerns to the Child Abuse and Neglect Hotline. All reports are confidential.
- All visitors must stop by the office and sign the visitor's log. This is not needed for parents picking up or dropping off. This is for parents or other people coming for class parties, on campus for repairs, visiting classrooms, or any other visitor on campus. Visitors will receive a visitor's pass sticker that must be worn to show that they have visited the office and let the staff know that they are approved to be on campus. When leaving, visitors must also sign out.

Reunification Policy

In the event we must evacuate the premises, we will take the children to the R.O.C. at 340 N Pine St. We will notify parents of the evacuation via phone, text, and social media. There are water fountains and restrooms for the children to use until parents arrive.

Custody Matters

If you are a separated or divorced family, please be aware of our pick-up policy. A Mother or Father cannot be removed from the pick-up list unless there are recorded documents signed by a judge, stating the parent can not pick up. A copy of those documents must be given to the preschool to put in the child's file. It is the parents' responsibility to update our copy of these documents if changes are made. If there is a special pick-up schedule, it is the parents' responsibility to give that schedule, in calendar form with dates, to the office.

FBC Preschool does not get involved in payment agreements with separated or divorced families. All payments are to be paid as listed on the billing schedule listed on page 15 of this handbook. Late fees will be applied if not paid by Friday.

Hurricane Policy

In the event of a Hurricane, we will follow the Highlands County School Boards decision to close. We will re-open as soon as we have working phones, water, and power. We may re-open sooner than public schools if we have our utilities working before the public schools do. We will make every attempt to contact all parents to inform you of a re-opening day. Our Facebook page is the best place to get any information pertaining to closings and openings.

Chapel

We have Chapel every Wednesday for ages two and up in the Sanctuary. The children will sing Jesus songs and have a Bible story. We collect offerings to help families in need or for our mission projects we have throughout the year. Chapel will begin at 8:45am and end by 9:15am. **Children cannot be dropped off during Chapel time.** If you come to drop off your child, and chapel has already begun, please sit with your child outside the Sanctuary until chapel is over.

Absences

Please notify us when your child will be absent. We appreciate being made aware of the circumstances. According to new DCF regulations, if a child has not arrived at preschool within 1-hour after drop-off time, we must reach out and communicate with the parents/guardians about the child's absence. If a parent is not reached, emergency contacts and other people on the pick-up list must be called to check on the child's

well-being. To help in this matter, please call or message your child's teacher or Director in their absence. These calls to the parents will start at 9:30am. If you receive a message from the preschool, please return the communication ASAP to keep us from calling other people on the pick-up list. You can call or send us a text on the preschool cell phone at 273-5834. You can leave messages about your child being absent or late because of appointments, or any other messages you may need to send.

Curriculum

We use ABEKA academic curriculum for ages three and four. We use High Reach academic curriculum for ages one and two. We take great pride in teaching the fundamentals of learning. Our Curriculum focuses on the following Skills and Concepts.

One-year olds:

Talking and Listening, Vocabulary, Colors, Social/ Emotional Development
Self-Concept, Small/Large Muscle Development, Creative Expression

Two-year-olds:

Talking and Listening, Vocabulary, Colors and Shapes, Self Concept, Small/Large
Muscle Development, Creative Expression, Numbers 1-10

Three-year-olds:

Language Development and Literacy, Phonological Awareness, Numbers 1-20,
Shapes and Colors, Counting, Sorting and Patterning, Handwriting, Graphing and
Problem Solving, Science, Creative Expression, Healthy Habits, and Socialization

Four-year-olds:

Letter Recognition, Initial Consonant Sounds, Long and Short Vowel Sounds,
Blending Phonemes, Reading Comprehension, Creative Writing, Number
Concepts 0-30, Addition and Subtraction, Ordinal Position and Patterning,
Measurement, Time and Money, Prediction, Analysis and Experimentation, and
Cultural Awareness

Tuition

The Preschool is a non-profit organization and operates solely on tuition. Deductions will not be made for absences of any kind. We offer a sibling discount. A 15% sibling discount will be applied to the oldest child. Please make checks out to First Baptist Church Preschool. Please enter your child's name on the payment. Payments may be dropped in the Payment Box outside the Preschool office door. Please do not leave your payments on the Director's desk or give payments to any teachers. Cash payment may be given to the Director or person in charge at that time. Payment envelopes are also available in the payment box for cash payments. Please print your name, date, and

amount you are paying. A receipt will always be given for cash payment. You will be able to view your account when you sign your child in. If you have any billing concerns or questions, please contact the preschool office or email at awhitehurst@fbsebring.com .

Tuition payments are due a week in advance. Late fees will be posted every Monday if there is a balance on the account. There is a late fee of \$15 each time payment is late. Payments are always due no later than close of business Friday for the following week's tuition. I have included a billing schedule for your convenience. If you choose to pay monthly, please make that payment the first Monday of every month to avoid a late charge at the end of the month.

If the bank returns a check for any reason, it must be replaced with cash within one week. A return check fee will be added to your account. After two returned checks we will require all future payments to be made in cash only.

Vacation Time

Students enrolled in the Full-Time Year-Round program qualify for two weeks of tuition free vacation time beginning the first day of school in August. When taking vacation time, the Director must be notified in advance. Students that un-enroll out of the Full-Time Year-Round program will be charged for any vacation time used.

Students enrolled in the Full-Time School Year program only (August 8, 2022 – May 26, 2023) do not qualify for vacation time. All Full-Time students may attend school on the weeks of vacations where daycare is available. See school calendar for school vacation dates.

School vacations where daycare is available are not included in the tuition for students enrolled in the Part-Time program. Students enrolled in the Part-Time program will be allowed to attend during these school vacations as space permits and at an additional charge. (See Fee Schedule)

Billing Schedule 2023-2024

Billing Date	For Week of	Payment Due
July 31	Aug 07	Aug 04
Aug 07	Aug 14	Aug 11
Aug 14	Aug 21	Aug 18
Aug 21	Aug 28	Aug 25
Aug 28	Sep 04	Sep 01
Sep 04	Sep 11	Sep 08
Sep 11	Sep 18	Sep 15
Sep 18	Sep 25	Sep 22
Sep 25	Oct 02	Sep 29
Oct 02	Oct 09	Oct 06
Oct 09	Oct 16	Oct 13
Oct 16	Oct 23	Oct 20
Oct 23	Oct 30	Oct 27
Oct 30	Nov 06	Nov 03
Nov 06	Nov 13	Nov 10
Nov 13	Nov 20	Nov 17
Nov 20	Nov 27	Nov 24
Nov 27	Dec 04	Dec 01
Dec 04	Dec 11	Dec 08
Dec 11	Dec 18	Dec 15
Dec 18	Dec 25	Dec 22
Dec 25	Jan 01	Dec 29
Jan 01	Jan 08	Jan 05
Jan 08	Jan 15	Jan 12
Jan 15	Jan 22	Jan 19
Jan 22	Jan 29	Jan 26
Jan 29	Feb 05	Feb 02

Billing Date	For Week of	Payment Due
Feb 05	Feb 12	Feb 09
Feb 12	Feb 19	Feb 16
Feb 19	Feb 26	Feb 23
Feb 26	Mar 04	Mar 01
Mar 04	Mar 11	Mar 08
Mar 11	Mar 18	Mar 15
Mar 18	Mar 25	Mar 22
Mar 25	Apr 01	Mar 29
Apr 01	Apr 08	Apr 05
Apr 08	Apr 15	Apr 12
Apr 15	Apr 22	Apr 19
Apr 22	April 29	Apr 26
Apr 29	May 06	May 03
May 06	May 13	May 10
May 13	May 20	May 17
May 20	May 27	May 24
May 27	Jun 03	May 31
Jun 03	Jun 10	Jun 07
Jun 10	Jun 17	Jun 14
Jun 17	Jun 24	Jun 21
Jun 24	Jul 01	Jun 28
Jul 01	Jul 08	Jul 05
Jul 08	Jul 15	Jul 12
Jul 15	Jul 22	Jul 19
Jul 22	Jul 29	Jul 26
Jul 29	Aug 05	Aug 02
Aug 05	Aug 12	Aug 09

Enrollment Fees 2023-2024

Registration Fee

New Student	\$145	Returning Student	\$125
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Supply Fee

September	\$25	January	\$25
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(For students in Ones, Twos, Threes, and Fours)

Full Time Tuition

Infants	\$180/week	7:00am – 6:00pm
One's	\$160/week	7:00am – 6:00pm
Twos	\$160/week	7:00am – 6:00pm
Threes	\$150/week	7:00am – 6:00pm
Fours	\$145/week	7:00am – 6:00pm

Late Fees

Late Pick up			
6:00-6:15 p.m.	\$10	6:15-6:30	\$30
		6:30-6:45	\$50

Late Payment \$15 per week

Part-Time Tuition (Part time is only available for Threes and Four yr-old classes as space is available.)

5-Day	\$100 weekly	7:00a.m. – 11:45a.m.
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If your student is enrolled in the Part-Time program, and he or she happens to stay for the afternoon, there will be a \$4.00 an hour charge. This must be pre-approved by the Director. Students that stay the afternoon three or more days a week will be charged the Full-Time rate.

Health Requirements

In accordance with the requirements of the Florida Department of Children and Family Services, State Law 232.032 requires that every child provide proper documentation of immunization against diphtheria, tetanus, poliomyelitis, mumps, measles, and rubella must be given BEFORE your child can begin attending the Preschool. Children will not be allowed to begin the program until this documentation has been provided to the Director. This proof should be documented on Florida Certification of Immunization (HRS form 680), which can be obtained from your physician. We will also need a current physical report.

Sickness/Illness Policy

A child should not be brought to school if he/or she exhibits any of the following symptoms:

1. Fever -Should be free from fever **without** medication for 24 hours before returning to school
2. Vomiting and/or diarrhea within the last 24 hours
3. Any symptom of usual childhood diseases
4. Sore Throat/Strep throat
5. Croup
6. Any unexplained rash – A note from the Doctor is required in order to return to school
7. Any skin infection - A note from the Doctor is required in order to return to school
8. Pink eye and/or other eye infections – A note from the Doctor is required in order to return to school
9. Lice. No nits or live bugs are allowed – Child will be re-checked when they return to school

If your child has a continually clear, runny nose or rash due to non-contagious allergies, please let us know. We realize that some symptoms hang on long after the child is no longer contagious. Remember, we want all our children to remain healthy and happy. Adherence to this policy will minimize outbreaks in the school.

If your child must leave school due to a fever of 100 degrees or higher, vomiting, or diarrhea, your child must **remain at home the entire next day as well as until he or she is **fever or symptom free for 24 hours**, according to DCF rules and regulations.**

Medication

- If any medication needs to be administered to your child, **you must fill out a medication form** with the proper amount and time to be given then sign and date the form. Your child will not be able to receive his/her medicine unless this form is signed.
- According to DCF, "As Needed" is not acceptable as a time for medication to be given. Please list a specific time when medication is needed.
- Forms are available in the Preschool Office.
- Per DCF regulation parents are responsible for providing training to the office staff on how to administer any medication.
- **Do not leave forms or medicine with your child's teacher. They must be left in the office.**
- Only the Director or person in charge can administer medications.
- All prescription medicine must be properly labeled with the **child's name, dosage, name of medication and doctor's name. For non-prescription, a doctor's note must be attached with this same information.**
- The Medication will stay in the Preschool Director's office until the child no longer needs it. DCF requires separate bottles of medication for home and school. (Pharmacist will separate prescriptions into two separate bottles when asked)
- If medication needs to be given for more than one week, a new form needs to be signed at the beginning of each week.
- If your child needs diaper cream or other over the counter creams that may need to be applied, a Topical Ointment Application Form is required. See your child's teacher or come to the office for this form. Cream must have the child's first and last name on it. The form only needs to be filled out once and is good for the current school year. You must provide the items you check off as needed for your child. If you change diaper creams for your child, this new cream must be added to their form, or a new form must be filled out per DCF regulation.

Listed are some common childhood illnesses. Each illness lists symptoms, duration, how it is transmitted, and when your child can return to school. These time frames will be strongly enforced to keep all children and staff healthy.

- If your child has a constant cough, he/she will not be permitted to stay at school until it is gone. The germs are spread through the saliva that is released in the air which then gets others infected.
- If your child has thick green/yellow mucus running from their nose, he/she will not be permitted to stay at school until it has either healed or running clear.
- **Viral infections** are caused by viruses. Viruses are microscopic infectious agents that replicate themselves, or reproduce, within the cells of other living organisms.
- **Bacterial infections** are caused by bacteria. Bacteria are single-celled organisms. There are thousands of various kinds of bacteria, and they can be found nearly everywhere on earth. Only a small percentage of bacteria are harmful to humans, and only a portion of those cause contagious, infectious diseases.
- **Parasites** are organisms that live on or in their hosts and receive nourishment from their hosts.

Viral Infections

Chickenpox

Cause: A highly contagious virus

Transmission: The disease spreads when a person breathes in contaminated droplets from an infected person after coughing. It is also spread through contact with the fluid of open sores on an infected person.

Symptoms: People infected with chickenpox usually develop an itchy rash of red bumps on the scalp, which spreads to the stomach or back and then to the face.

Duration: The infection lasts from seven to ten days.

Exclusion from childcare: People infected with chickenpox will not be allowed to return until all the chickenpox blisters have formed scabs.

Common Cold

Cause: Virus. Roughly 200 different viruses can cause the common cold.

Transmission: A virus causing a cold usually spreads when a person inhales germs that an infected person has breathed, sneezed, or coughed into the air. The virus can also

spread through contact with a surface that contains secretions from an infected person.

Symptoms: Cold symptoms include aches, a runny nose, sore throat, and watering eyes.

Duration: A cold can last up to two weeks.

Exclusion from childcare: Exclusion is not necessary because the illness usually spreads before symptoms appear.

Croup

Cause: Croup is the swelling and infection of the upper airway caused by a virus.

Transmission: The illness develops two to six days after breathing in contaminated droplets from an infected person.

Symptoms: Symptoms of croup include a loud barking-like cough, fever, wheezing, and difficulty breathing.

Duration: The illness usually lasts five to six days.

Exclusion from childcare: Infected people may return to the childcare setting after breathing has improved and there has been no fever for at least 24 hours.

Fifth Disease (Slapped Cheek Disease)

Cause: Virus

Transmission: The illness is transmitted when a person inhales contaminated air germs.

Symptoms: Fifth disease begins with a fever and fatigue. Infected people develop a red rash on their cheeks a few days after the fever goes away.

Duration: The rash lasts one to three weeks.

Exclusion from childcare: An infected person who has developed the rash can no longer spread the disease. People with fifth disease do not have to be excluded from the pres if there is no fever for at least 24 hours.

Hand-Foot-and-Mouth Disease

Cause: A body infection caused by a virus

Transmission: The virus is spread when a person has contact with the fluid from an infected person's blisters.

Symptoms: Some people may not experience any symptoms of the illness. When symptoms do develop, they include a fever and painful blisters on the palm and fingers of the hand, on the bottom of the feet, or inside the mouth.

Duration: Infection may last between seven and ten days

Exclusion from childcare: Infected people will be excluded until all blisters and scabs have healed and until no fever for at least 24 hours.

Infectious Mononucleosis

Cause: Virus

Transmission: The illness is spread through contact with an infected person's saliva.

Symptoms: Infected young children may not show any signs of illness. However, older children and adults who are infected may experience fever, swollen throat, tonsils, and enlarged lymph nodes in the neck.

Duration: Symptoms usually disappear after two weeks.

Exclusion from childcare: People who develop infectious mononucleosis will be excluded from the childcare facility until at least 24 hours after the fever has gone away.

Influenza (The Flu)

Cause: A respiratory illness caused by a virus.

Transmission: The virus is spread when a person breathes in germs containing the virus after an infected person sneezes or coughs.

Symptoms: Symptoms of the illness include fever, muscle aches, a cough, chills, and a sore throat.

Duration: Influenza usually lasts only a few days, but some people (particularly young children or the elderly) must be hospitalized.

Exclusion from childcare: People who develop a fever and any of the other symptoms will be excluded for at least 24 hours after the fever goes away.

Measles

Cause: Virus

Transmission: The illness spreads when a person breathes in contaminated germs after an infected person has coughed or sneezed.

Symptoms: The illness begins with a fever, runny nose, cough, and sore reddened eyes. Next, a rash of reddish-brown patches begins on the face and begins to cover the rest of the body.

Duration: The fever may last a few days, and the rash usually lasts three days.

Exclusion from childcare: An infected person will not be allowed in the childcare facility until five days after the rash becomes evident.

Mumps

Cause: Virus

Transmission: The virus is spread through contact with the urine, saliva, or respiratory secretions of an infected person.

Symptoms: Severe and painful swelling of the salivary glands under the jawbone

Duration: The illness may last two weeks.

Exclusion from childcare: People infected with mumps will not be allowed in a childcare center until 9 days after the swelling is evident or until the swelling completely disappears.

Roseola

Cause: Virus

Transmission: The infection is transmitted through direct contact with an infected person. Most likely, the virus is spread via airborne germs or contact with fecal matter.

Symptoms: Signs of Roseola include a high fever, swelling of the eyelids, and fatigue.

After the fever breaks, a rash appears on the face and the body.

Duration: Usually, the fever lasts for three to five days, and the rash lasts between one and two days.

Exclusion from childcare: People with a fever and rash will not be allowed in the childcare center until after the fever has been gone at least 24 hours and rash is starting to go away.

Rotavirus

Cause: Virus

Transmission: The virus is spread when a person ingests germs from feces or feces contaminated object.

Symptoms: Rotavirus infection causes watery diarrhea, a fever, and severe vomiting. Some infected people also have a cough or runny nose.

Duration: The infection usually lasts four to six days.

Exclusion from childcare: People with the Rotavirus will not be allowed in the childcare center until after the diarrhea, fever, and vomiting are gone for 24 hours.

Rubella (German Measles)

Cause: Virus

Transmission: The virus spreads when a person inhales contaminated germs exhaled by an infected person. It can also be transmitted when a person has contact with infectious body fluids and then touches the nose or mouth.

Symptoms: Signs of rubella include fever, swollen lymph nodes near the ears, and a rash. The rash first appears on the face and then spreads to the chest and limbs.

Duration: Usually, the rash lasts one to five days

Exclusion from childcare: Infected people will be excluded from the childcare center for at least six days after the rash develops.

Viral Meningitis

Cause: Meningitis is the swelling of the membranes around the brain and spinal cord. More than one virus may cause it.

Transmission: The virus is transmitted through contact with an infected person's saliva, mucus, or feces.

Symptoms: Symptoms of viral meningitis include fever, a stiff neck, severe headache, drowsiness, and vomiting. Babies who are infected may be irritated, difficult to awaken, and may refuse to eat.

Duration: The illness lasts seven to ten days.

Exclusion from childcare: Infected people will not be allowed in the childcare center until at least 24 hours after the fever has gone away.

Bacterial Infections

Bacterial Meningitis

Cause: Meningitis is swelling of the membranes around the brain and spinal cord. Three different bacteria can cause bacterial meningitis.

Transmission: The bacteria are spread when a person breathes in contaminated germs from an infected person.

Symptoms: Bacterial meningitis begins with a fever, headache, neck pain, and vomiting. The illness progresses quickly. Infected persons may experience unconsciousness, convulsions, and then death.

Duration: Varies; may last from one day to several weeks.

Exclusion from childcare: People infected with bacterial meningitis will be excluded until cleared by medical personnel to return to group childcare. Must also be symptom free for 24 hours.

Escherichia Coli

Cause: The Escherichia coli (E. coli) bacteria live in the digestive tracts of humans and many animals. Most are harmless, but one strain of the bacteria may lead to illness.

Transmission: E. coli infection is usually the result of eating meat (especially hamburger) that has not been cooked thoroughly. The bacteria can also be spread by drinking unpasteurized milk or by contact with an infected person's feces.

Symptoms: Symptoms of an E. coli infection range from mild stomach discomfort to severe bloody diarrhea.

Duration: The illness usually lasts five to ten days, but in some cases, it can be more severe and even lead to death.

Exclusion from childcare: Infected people will be excluded until diarrhea has gone away and a doctor has released them to return to group childcare.

Impetigo

Cause: Impetigo is an infection caused by two different bacteria.

Transmission: The illness is transmitted when a person is exposed to fluid from open blisters.

Symptoms: A sign of impetigo is a blistering rash. The blisters first develop on the face, especially by the nose or mouth, and spread to the rest of the body. In most impetigo infections, the blisters open and release thick, yellow fluid that dries and forms a crust on the skin.

Duration: Blisters usually heal three days after the infected person begins treatment.

Exclusion from childcare: People infected with impetigo will not be allowed in the facility until 24 hours after treatment and the blisters no longer release fluid.

Pertussis (Whooping Cough)

Cause: Pertussis is a respiratory infection caused by bacteria.

Transmission: The illness spreads when a person inhales infected air germs.

Symptoms: Symptoms of Pertussis include a runny nose and a cough that eventually becomes more severe and may end in vomiting.

Duration: Whooping cough may last several weeks.

Exclusion from childcare: Anyone diagnosed with Pertussis will be excluded from the childcare center for at least five days after beginning medical treatment and until a doctor has released them to return to group childcare.

Strep Throat

Cause: Bacteria

Transmission: The bacteria are spread by breathing in contaminated germs or touching contaminated surfaces.

Symptoms: A fever, headache, sore throat, and swollen glands are symptoms of the illness.

Duration: The fever may last up to five days, and the sore throat goes away after that.

Exclusion from childcare: People diagnosed with strep throat will be excluded from the childcare facility until 24 hours after receiving treatment and 24 hours after the fever goes away.

Tuberculosis (TB)

Cause: Tuberculosis (TB) is an illness caused by bacteria. There are two stages of TB:

1. TB infection but no signs of illness
2. Active TB

Transmission: Only people with active TB can spread the disease. The bacteria spreads when a person inhales air droplets given off when an infected person coughs or sneezes.

Symptoms: The illness may cause a fever lasting longer than two weeks, a persistent cough with blood discharge, night sweats, and fatigue.

Duration: Varies.

Exclusion from childcare: People who develop active TB will be excluded from the childcare setting until they are given permission to return by a physician.

Conjunctivitis (Pinkeye)

Cause: Conjunctivitis, or pinkeye, is an illness involving redness and itching of the eyes. It can be caused by either a virus or bacteria.

Transmission: The infection spreads when a person touches the pus or mucus of an infected person and rubs their eyes.

Symptoms: When this is a bacterial infection, white or yellow pus is released from the eyes. The pus may stick to the eyes, making them hard to open in the morning.

Duration: The illness may last one to two weeks.

Exclusion from childcare: Infected people with a white or yellow discharge will not be allowed to enter the childcare facility until at least 24 hours after receiving treatment.

Parasites

Head Lice

Cause: Head lice are small parasitic insects that live on the human head and scalp and suck blood.

Transmission: The lice are usually spread through head-to-head contact with an infected person. They may also be spread through indirect contact from objects such as hats and combs.

Symptoms: A sign of a head lice infection is an itchy scalp. It is also possible to see the adult lice, their eggs, or nits on an infected person's head. Their nits are small beige ovals attached to the base of a hair shaft. Infected people may also develop a rash on their scalp. Head lice are not dangerous, and they do not spread disease, but they are certainly annoying.

Duration: Varies

Exclusion from childcare: People infected with nits or lice will not be allowed in the childcare center until all nits are gone. Child will be checked for lice when they return to school.

Pinworms

Cause: Pinworms are small, parasitic worms. They live in the large intestine and lay their eggs near the anus at night.

Transmission: The worms are spread through fecal–oral contact with an infected person’s anal area or other objects contaminated with pinworm eggs. Food may be contaminated with pinworm eggs.

Symptoms: People infected with pinworms may experience sleeplessness, irritability, and anal itching.

Duration: Varies

Exclusion from childcare: People with pinworms will not be allowed in the facility until 24 hours after receiving medical treatment.

Scabies

Cause: Scabies are skin infections caused by a parasitic mite.

Transmission: The infection is spread by direct contact with an infected person’s skin. Wearing the clothing of an infected person may also lead to infection.

Symptoms: A scabies infection causes a rash that appears between the fingers or on the wrist or elbows. The rash may be found on an infant’s head, neck, or body. It may be possible to see where the mites have made tunnels through the top layer of skin. These tunnels may appear as dark, wavy lines.

Duration: Varies

Exclusion from childcare: Infected people will not be allowed to enter the childcare facility until 24 hours after treatment.

Fungal Infection - Ringworm

Cause: Despite what its name may suggest, ringworm is caused by fungus, not a parasite.

Transmission: The infection may spread when a person touches an infected person or animal (such as a cat or dog). It can also spread through contact with contaminated surfaces.

Symptoms: When the itchy rash develops on the scalp, it may leave a bald patch. The rash is reddish and has a ring–like pattern when it develops on other parts of the body.

Nickname: When it affects the feet, it is known as "athlete’s foot." In the groin area it is known as "jock itch."

Duration: Varies

Exclusion from childcare: People with ringworm will not be allowed in a childcare setting until they have received treatment and the patchy rash has begun to shrink.

Terms of Enrollment

As a parent of First Baptist Preschool, I hereby acknowledge that I have read and agree to comply with the 2023-2024 Parent Handbook.

Signature of Parent/Guardian

Date