



First Baptist Church Prosper

Parent Policies
2009-2010

First Baptist Church Prosper

601 S. Church St.
Prosper, TX 75078

972-347-2481

First Baptist Church Prosper First Friends Preschool

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OUR PROGRAM

First Friends Preschool is a weekday ministry of FBC Prosper, providing quality childcare/preschool program for children ages 12 months through 4 years old.

The desire of First Friends Preschool program is to provide a loving and nurturing environment for children to learn and grow. We are committed to providing a well-rounded Christian and academic curriculum that will help develop the child in every aspect of his life. We want all children to be eager participants in the activities that will enhance cognitive, social, physical, emotional, and spiritual growth. Learning takes place as young children *touch, manipulate, experiment* with things and *interact with people*.

We use two different curriculums. **Wee Learn** promotes "hands on" learning experiences and emphasis total development. Your child will be taught through learning centers including art, blocks, books, listening, home living, music, nature, writing, and puzzles. Daily emphasis of hands on learning activities appropriate for each age group will teach Bible Stories, verses, and truths. Other supplementary texts will be used to enrich this material.

In addition to Wee Learn, our 3's and 4's classes will use Frog Street Press curriculum. Frog Street Press emphasizes numbers, letters, phonetic sounds, language development, and writing. While attending our preschool, your child will be preparing for conventional Kindergarten both socially and academically. We will work with the children, parents and teachers to provide a quality Christ-centered preschool experience on which the children can build their future academic success.

All classrooms will have a scheduled snack, lunch, rest, indoor/outdoor activity time and music movement class. In addition to the above, 3's and 4's will attend chapel weekly.

Our teachers eagerly work with each child and parent to make the preschool experience one that is positive for all. All teachers have experience working with children and love ministering to their needs.

Mother's Day Out

Mon/Wed or Tues/Thurs
12 months - 3 years as of Sept. 1
9:00 am - 2:00 pm

Preschool

Mon/Tues/Thurs
3 yrs - yrs as of Sept. 1
9:00 am - 2:00 pm
OR
Mon thru Thurs
4 yrs as of Sept. 1
9:00 am - 2:00 pm

ADMISSION/ENROLLMENT

We accept children who are 12 months to 4 years old by September 1st. **Children 3 and up must be potty trained.** Children are accepted without regard to race or religion. Children with special needs will be considered on an individual basis and admitted, as our capabilities will allow. Immediately following the registration time period, all children registered can access our web site at www.fbcprosper.org to download the enrollment packet. Registration for the following school year takes place in January for current students and their siblings along with FBC Prosper members. In February, registration is open to new students. When classes are full, applicants are placed on a waiting list.

CALENDAR

First Friends is open from 9:00 am to 2:00 pm., *Monday through Thursday* Children are not accepted before 9:00. Prior to 9:00, our staff is attending meetings, preparing their rooms, gathering supplies, and participating in prayer time.

First Friends is open September 8, 2009 through May 20, 2010 excluding school holidays and inclement weather days. Our program will follow the Prosper Independent School District calendar for holiday closings with the exception of the first/last day of classes. During inclement weather, we post information on our website as well as activate our phone tree system.

FEES

Registration Fee is \$150

Monthly Tuition for 2 day program is \$165

Monthly Tuition for 3 day program is \$205

Monthly Tuition for 4 day program is \$250

Registration fees are non-refundable and due at the time of enrollment. A payment box is provided at the front desk for you to drop off your tuition. Please be informed you **will not** be receiving a monthly statement, but statements for paid tuition are available upon request. All payments are due by the 10th of each month. If payment is not made by the 10th of the month, there will be a \$10 late fee. If your tuition is going to be late, please notify the director.

***Payment is expected for all children enrolled whether present or not. Space is reserved for enrolled children. Thus, to hold that space, payment must be made regardless of attendance. This includes illness, holidays, vacations etc. The Director must approve any exceptions.**

Late Pick-up Fee

Children who are not picked up by 2:10 p.m. will be escorted to the office. A fee of \$5.00 will be assessed for every five minutes you are late picking up your child starting at 2:10 p.m. You will be notified of the late charge, in writing, the next day your child attends, or by letter if your child does not attend the next day. This applies to you even if your child's ride is late and that ride could be you or your appointed pick-up

ATTENDANCE

Sign in/Sign out Procedure: When dropping off your child in the mornings, you must sign in your child, note the date and time of arrival, and include your initials. When picking up your child in the afternoon, you must note the time of departure and include your initials.

Notification of Absence: Please call the school at 972-347-2481 ext 20 by 9:00 a.m. if your child is going to be absent.

ARRIVAL/DEPARTURE

Arrival: We do not accept children prior to 9:00 a.m. for *First Friends*. This enables our staff to prepare for your child's arrival. Please enter through the glass doors in the breezeway. When dropping your child off, please wait for the teacher to greet you at the door **rather than entering the room**. Please do not leave your child unattended at anytime while waiting for the class to begin.

Departure: Picking your child up should be a priority. Children will be released only to parents or persons who have been listed on the enrollment forms and have proper identification. Persons other than the parent picking up a child must come to the office, provide their driver's license which we will copy, and receive a card which they will take to the teacher. This will inform the teacher that you have been checked at the office.

Entering the building: Please use the double glass doors in the breeze way to enter the children's building. Our doors are kept locked for the safety and security of the children. As always, we are an "open preschool" which means that at any time during the day, you may come in for a visit without having to schedule a time to do so.

BEHAVIOR MANAGEMENT

Discipline should be loving, consistent and based on the individual development and understanding of each child's needs. Children need to learn to interact with one another on a consistent basis. Learning to take turns and cooperate is an ongoing process and consequently, aggressive behaviors will occur (i.e. hitting, yelling, name calling, biting, pinching, kicking, etc). Although we will not allow this behavior to persist, we acknowledge the fact that it does take time for a child to learn more appropriate ways of expressing anger and frustration (i.e. using appropriate words to express feelings).

First Friends uses the following rules of conduct for each classroom. To minimize inappropriate behavior, we use age appropriate lesson plans that provide a variety of hands on activities and positive guidance. However, any behavior considered inappropriate will first be redirected in a positive manner. If behavior continues and could become harmful to the child, harmful to another child, or destroy property, further disciplinary actions will be used. A "time-out" will be used if the child continues behavior and chooses to ignore the teacher's directions. Time outs are limited to one minute per the child's age (i.e. a 3 year old will be in time out for three minutes). We will always try to work as a team with parents to make a child successful in the classroom. Due to the fact that we are a licensed program, corporal punishment or threats of corporal punishment, and abusive or profane language are prohibited on our campus. Please refer to page 9 for a complete discipline and guidance policy.

We reserve the right to dismiss a child, upon two weeks' notice, for serious behavior problems and /or aggressive behavior. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

WITHDRAWAL/DISMISSAL

Following a two-week notice, parents may withdraw their child from our program at no penalty. Written notification must be furnished to the Director two weeks prior to the date of withdrawal. If a two-week notice cannot be given, a half-months tuition fee will be assessed and applied to your account. All balances are considered due and payable upon withdrawal. Monthly tuition is not refundable. First Friends will not accept student withdrawals after April 16, 2010. Any withdrawals submitted after April 16, 2010 will be subject to payment for the full month of May.

First Friends reserves the right to dismiss a child for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before dismissal is issued. **All necessary means** will be pursued to resolve the problem before any child is dismissed from the program.

HEALTH AND MEDICAL INFORMATION

A complete, accurate, and up-to-date *Immunization Record* along with a *Health Statement* from your health care professional must be provided to First Friends. The Health Statement should state that your child has been examined within the past year and is able to participate in the First Friends program. This must be on file in our office. If not, your child cannot attend First Friends. *No exceptions will be made to this rule.* Immunizations records must be kept current. If your child is unable to receive an immunization, a written statement from the child's physician must be on file. For TB testing requirements please see the First Friends Director.

All names and phone numbers of parents, emergency contacts, and the child's doctor must be kept current by the parents. If there is not a number listed for a doctor, an emergency room doctor will be called in the event of an emergency. In the event of an accident or emergency, the child's parents will be notified immediately after attending to the welfare of the child. A copy of our Injury/Illness Report form is available in the office, and a parent's signature is required on this form.

The state of Texas requires that each 4 year old have a hearing and vision screening. We have contracted with Metroplex Educational Consultants to provide this service on October 13 and 14 at a cost of \$16 for both services. You may choose to have your child's physician perform this service for you, but we must receive a copy of the results for our files. If screenings are done elsewhere we must receive a copy of the actual screening results, *not just the words "pass or fail"*.

MEDICATION

No medicine will be administered to your child unless a “Medication Form” is completed. This form may be obtained from the director. All medications must be in the original container and labeled with the child’s name and date, directions for administering the medication and name of the prescribing physician. Instructions about storage must be clear. Please bring your own dropper or dosage cup. **Prescription medications will be the only medication given.** Tylenol can only be given after immunizations. If your child is sick, they must remain home.

Medicine may not be kept in your child’s bag, lunch box, etc. For safety reasons the medicine must be turned into the First Friends office. You are responsible for bringing it to us and picking it up every day. **Please, no medications are to be included in juice cups, bottles, etc.**

ILLNESS

Your child’s health is of major importance to us. For the protection of your child, as well as others, children must not be brought to First Friends if they are ill. Please keep your child home if any of the following symptoms/conditions exist or have existed in the past **24 hours**:

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Any symptoms of usual childhood disease
- Common cold, with excessive cough or nasal discharge (yellow or green)
- Sore throat
- Croup
- Any unexplained rashes
- Any skin infections (boils, ringworm, impetigo, etc)
- Suspected mononucleosis
- Pink eye or matted eyes- *requires doctor’s note for readmission.*

If your child develops a fever or any other symptoms while at First Friends, you will be notified to pick up your child immediately. Children who are ill will be isolated and given appropriate care until a parent/guardian arrives. It is important that you pick up your child promptly. Upon arrival, you will be asked to review and sign an Illness form. **After an illness, children must be free of fever and other symptoms for 24 hours, or have been on medication for a 24-hour period before returning to our program.**

Please notify the director if your child is ill with a communicable disease (i.e. chicken pox, lice, etc). First Friends reserves the right to request a written permission slip from the child’s physician before your child can return to our program.

Please let your judgment err on the side of caution, as we know you would like other parents to be as considerate of your child. We hope these precautions will help First Friends have a healthy environment for all the children.

NUTRITION

Parents must provide a nutritional snack to be served at snack time. Snacks provided from the home help keep First Friends tuition costs low. Also, **parents must provide a nutritional lunch and drink** to be served at lunchtime. Please pack your child's snack and lunch in different containers and label them accordingly. First Friends is not responsible for its nutritional value or for meeting your child's daily food need. According to state guidelines, a child's lunch should include something from each of the four basic food groups. All lunches must be ready to eat. Please keep in mind preschoolers easily choke on peanuts, popcorn, uncut grapes, uncut hotdogs, pineapple chunks, and hard candy. Please do not send sodas and candy as they may cause problems with other children. Also, sugar and caffeine may cause undue hyperactivity before naptime. **The only foods we will heat are bottles and baby food.**

Infants and Toddlers who are not on table foods must complete an "*Infant Care Instruction Sheet*" each month as required by the State of Texas.

Before snack/lunch time, each class says a prayer. We are proud to instill in the children a love for God and a strong faith in all He has blessed us with.

PERSONAL BELONGINGS

Please dress your child in comfortable clothes, remembering that children will experience messy activities at school. **Open toed sandals are not allowed on the playground.** All children need to bring a complete change of clothing, including shirt, pants, socks, and underclothes. Extra changes of clothing need to coincide with the season (i.e. shorts in warm weather, long pants in cool weather). Please make sure these items are clearly labeled and brought each day. If a child soils their clothing, they will be changed and the soiled clothing will be sent home for washing. We do go outside during cool weather, so a coat is a necessity during the winter months.

All children, need to bring a nap mat, blanket, or sleeping bag for rest time every day. Younger children need to bring a diaper bag stocked with disposable diapers, wipes, an extra change of clothing, bibs, pacifiers (if needed) needed for the day.

For those children who are wearing diapers or pull ups, a supply of these should be provided for daily needs of the child; this supply should be labeled with the child's name and will remain in the classroom for use as needed. Diaper rash ointment and lotion must be provided, if necessary.

Please do not allow your child to bring toys from home unless there is a special day planned and your child is asked to bring something (special toys may be lost or broken). It is easier for your child to take turns, which is the groundwork for learning to share, with the play tools we provide. The activities planned by your child's teacher support the overall theme of the day.

OUTDOOR PLAYGROUND

Please keep in mind that we play on the outdoor playground regularly during both summer and winter months. Please dress your child appropriately, ensuring that a light coat or jacket is available as the weather turns colder. For safety reasons, open toed sandals are not allowed on the playground. Children will be kept inside on red ozone days, as well as days when the wind chill factor is below forty degrees.

TOILET TRAINING

A child learns to use the toilet when he or she exhibits physical and intellectual readiness. Parents and teachers will work together during this significant stage of development. Please bring a supply of underwear, clearly labeled with your child's name, as well as a change of clothing, socks, and shoes. Children *will not* be forced to use the toilet at any time.

BIRTHDAYS & OTHER CELEBRATIONS

Children love celebrating their birthdays. We want them to feel special here as well. If you are planning to bring a special snack for your child's birthday, please inform the teacher a minimum of one school day prior so she can make arrangements for snack time. Teachers can also make you aware of any allergies of the students in her care.

Birthday parties are fun unless you are the only child not invited. Invitations may be passed out at First Friends **only if all** students in the class are invited. Otherwise, please mail your invitations.

At times, we are asked to provide a class roster to parents to aid in the mailing of party invitations. These rosters show children's names, addresses, and phone numbers. If you do not wish this information to be disclosed, please inform us in writing by September 3, 2009.

First Friends will have class parties to observe Fall, Christmas, Valentine's, and Easter. Parents will be asked to "sign up" to bring party favors, snack items, etc. Parents do not need to be in attendance for the party, the teacher will facilitate the party with her class. As always you are welcome to come to school at anytime on any day, we just want you to be able to keep your "your days" for yourself and not feel forced to attend a class party. Keep in mind that we are celebrating Jesus' birth at Christmas and His resurrection at Easter. Therefore, we ask that no Santa or Easter Bunny party items be brought to school.

PARENT INVOLVEMENT

Involved parents help our children see the importance of learning. All parents can help in some way. Please ask your child's teacher how you can be involved in their class. Periodic parent meetings will be held on an individual basis if needed. Parents are invited to give suggestions and feedback at anytime, and parents are encouraged to visit.

We issue a monthly newsletter to update you about the activities going on at First Friends. Our newsletters are handed out the first school day of the month, and any policy changes will be noted in the newsletter during the month of implementation.

If at any time you feel the need to discuss any questions or concerns about our program, please feel free to stop at the office or make an appointment with the Director. Parents may review a copy of the minimum standards, the most recent Licensing inspection report, or contact the local state licensing authority, The Collin County Child Advocacy Center, at 550 E. 15th Street, Suite 120, Plano, TX 75074 or by phone at (469) 229-6900. The Texas Department of Protective and Regulatory Services has a child abuse hotline at 1-800-252-5400, and the PRS website can be accessed at www.tdprs.state.tx.us/childcare.

MINISTRY

If our Pastor and/or any other ministers of our church can help you or your family, please call the church office at 972-347-2481. We are located at 601 S. Church Street, Prosper, TX 75078.

Khris Kennedy	Lead Pastor
Todd Campbell	Executive Pastor
Wayne Bartley	Celebration Pastor
Patrick Berg	Student Pastor
Lori Blanscet	Children's Minister/First Friends Director
Melissa Campbell	Children's Associate/First Friends Associate

Discipline and Guidance Policy for First Friends

* Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

*A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the whole group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

*There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.