

Greetings from the Directors

I would like to take a moment to thank you for choosing our center. My name is Staci Henson.

I am a member of First Baptist Church Glencoe as well as a Highly Qualified, certified Early Childhood Educator. I taught public school for six years before taking time off to start a family. Since leaving public education I have been continually employed as a teacher/administrator in private, Christian institutions. My passion is teaching children and I am so thankful to have the opportunity to work with you and your child.

Sincerely,
Staci Elsberry Henson

My name is Jill King and I am also a member of First Baptist Church Glencoe. I love children and have operated and worked in family daycare for nine years. After graduating from Jacksonville State University, I began keeping children in my home. I feel blessed to be part of the early childhood education of your little one. We have been and will continue to seek God's will in this ministry. We are excitedly looking forward to getting to know your family.

Sincerely,
Jill Brothers King

**Train a child in the way he should go, and when he is old he will not turn from it.
Proverbs 22:6**

First Baptist Glencoe Ministries

Sundays:

9:45- Sunday School

10:45- Worship Service/Children's Church

5:30- Discipleship opportunities

Wednesdays:

6:30-7:30 Mission Friends (ages 3-Kindergarten)

RA's- Boys 1st-6th grades

GA's- Girls 1st-6th grades

Youth Bible Study- grades 7th-12th

Worship Service- adults

Church Staff:

Pastor- Anthony Gomez

Associate Pastor/Youth Minister- Jon Gilliland

Children's Minister- Shelly Zahorscak

A Word About First Baptist Glencoe Weekday:

At FBC Glencoe we believe children are blessings from God and that He has given them to us to love and instruct according to His word. This is accomplished through carefully planned lessons and a loving staff of teachers and administrators, as well as by our actions, words, and attitudes. We are excited and blessed to have the privilege to help mold the life and future of each little one who comes our way.

We understand that each child is different and unique. Because of these differences each child will progress differently and at different rates. Children's feelings toward school, other children, adults, and the world around them will be affected by the experiences they have while they are in our care. Therefore, through love, prayer, and preparation, we will strive to be enthusiastic, reassuring, creative, and positive so that we help ensure they develop Godly attitudes and positive feelings.

Weekday Policies

- **Admission Policy**

First Baptist Glencoe Weekday will not discriminate on the basis of race. Children will be placed in classes according to their age on September 1 of the current school year.

- **Enrollment**

Enrollment is open to any child, age 6 weeks and above, provided our program meets the needs of the child. A **non-refundable** registration fee of \$175 per child will be required at the time of enrollment.

- **Attendance**

Continuity and consistency are important to your child's growth and development. Therefore, regular attendance is expected unless your child is ill. If you know your child will be absent from school for several days please notify the director and/or your child's teacher. No refunds will be issued for extended absences.

- **Withdrawal**

Written notice 30 days in advance is required when withdrawing a child from the program. Payment for those 30 days will also be required.

- **Tuition/Schedule**

A non-refundable \$175 registration fee is required at the time you register your child. Schedules and pricing for each age group are listed on the next page. Prices are the same each month regardless of holidays and school closings for our half day and school age children. If the entire center is closed, full day daycare students will pay \$20 per day for each day the center is open that week. For example, if we close for a weather day on a Monday, fulltime students would pay \$80 tuition for the week instead of \$100.

- **Schedules and Pricing**

Full Time: (M-F 7am-5pm)

Bed Babies- \$120/week for 5 days,
\$85/week for 3 days,
\$65/week for 2 days

Toddlers- \$115/week for 5days,
\$85/week for 3days,
\$65/week for 2 days

K2- \$110/week for 5days,
\$85/week for 3days,
\$65/week for 2 days

K3 - \$100/week for 5 days
\$85/week for 3 days

K4-K5 \$100/week for 5 days

1st grade and above- Inquire about pricing in front office.

Half-Days: (7:30am-11:30am with carpool pickup ending at 12:00pm)

Bed Babies- Not available

K1- \$60/week for 5 days
\$45/week for 3 days
\$30/week for 2 days

K2- \$160/month for 5 days
\$135/month for 3 days
\$110/month for 2 days

K3- \$160/month for 5 days
\$135/month for 3 days

K4-K5 \$160/month for 5 days

*Half-Day children may stay for daycare until 4pm for an additional \$20/day.

- **Late Fee**

Monthly tuition for half day preschool and primary and intermediate grade students is due between the 1st – 7th of each month. Tuition for full day students paying monthly must be received by the 15th of each month. Weekly daycare payments for our full day students are due each Friday morning so that deposits may be made each Friday afternoon. After those dates, a late fee of \$10 **per child/per week** will apply. If you are more than 1 month behind on payment your child's spot will be forfeited.

- **Returned Check Fee**

Should a check to our preschool from your bank be returned for insufficient funds, you will be charged a \$30 handling fee.

- **Arrival/Departure**

Children may begin arriving at **7:00am** and should be no later arriving than 9:00am. Children arriving after 9:00am without prior approval from a director will not be permitted to stay as late arrivals disrupt the daily schedule for both the teacher and other students.

Preschool/Kindergarten dismissal begins at **11:30am** and is done through a pick-up service in the same location where your child is dropped off each morning. We ask that your identification card be in full view and that you remain in your car to keep traffic moving smoothly and a staff member will put your child into the car. If you need to speak with your child's teacher, please make an appointment to do so. Arrival and pick up are hectic times and not ideal for parent-teacher conferences. If an emergency should arise which delays you, please call the kindergarten office and let us know. 256-399-9804. A late fee of \$10 will be charged for any half-day student not picked up by noon.

Full day students may be picked up anytime between 2:30-5:00pm. We ask that no child is picked up between 12:30-2:30pm so that the other children are not disturbed during naptime. A late fee of \$10 will be charged for any child not picked up by 5:00pm.

- **Releasing of Children**

Children will not be released to anyone other than the parents or adults listed on the enrollment form without WRITTEN permission from the parent or legal guardian. In an emergency situation when a parent has to phone and give permission for someone other than those people listed on the child's enrollment form the person picking up your child WILL be asked for proof of identification.

The release of a child to either natural parent cannot be denied unless a legal custody document prohibiting such release is on file in the Weekday office.

Food/Food Allergies

Morning and afternoon snack will be provided by FBC Glencoe Weekday. Breakfast and lunch are to be provided by the parent. If your child has food allergies we need to know! Your child may bring and eat breakfast at school from 7:00-7:30am. After that time the children will be in class and breakfast **will not be allowed**. Lunch will be from 12:00-12:30pm. Afternoon snack will be served at 2:30pm. This schedule will vary a little for our K1 and younger students.

Illness/Medication to Children Policy

It is a fact that small children who attend group programs do get sick. Our illness policies have been developed to minimize the spread of infection as much as possible. Please keep your child home/Your child will be sent home if:

- He/She has a fever of 100.5 degrees or higher
- He/She has vomited or had diarrhea two or more times in a 24 hour period
- He/She has signs of contagious infection (Pink Eye, Strep Throat, Head Lice, etc.)

In the event of administering medication to a child, the following will be observed:

1. Prescription medication must be in the original container labeled with the child's name, date, directions, and physician's name.
2. FBC Glencoe Weekday will administer the medication as directed on the label.
3. Medications that are outdated will not be given.
4. Parents will be asked to sign a form authorizing the teacher to administer the child's medication.
5. The teacher administering the medication must initial the permission form and note time it was given.
6. First aid may be administered by the teacher for minor scrapes and cuts. First aid items will be kept in the office.

First Aid/Accidents

Designated staff with proper training will render first aid treatment when it is necessary. Our center is equipped with emergency first aid supplies for minor cuts and abrasions. Children who become ill or injured at school will be cared for in the Weekday office until transportation home or elsewhere may be arranged. Under no circumstances will a child be released without specific authorization of a parent or legal guardian. An emergency information sheet will be provided to the parent/guardian to list contacts to call in case of sickness or emergency. This sheet will be turned in to the director for filing in the school office. This authorizes FBC Glencoe Weekday to follow the planned service of emergency care.

If a child is injured at school, a verbal or written accident report will be given to the parents at the end of the day. We administer only band-aids, general first aid, and loving care to minor injuries. In case medical attention is needed, parents are notified. If we are unable to reach the parents, and in our best judgment believe that the child needs immediate attention, the child will be taken to the nearest hospital by the director/teacher, who will stay with the child until the parent/guardian arrives. If an emergency vehicle is required, the cost is the responsibility of the parent.

Safety Plans

- **Fire Escape**

All teachers shall be made aware of the center's fire escape routes and will have the opportunity to practice taking these routes with their children. Teachers will be familiar with alternate exits and will exit the building with the children as calmly as possible.

- **Inclement Weather**

We will comply with the Etowah County School Board concerning closing school due to weather conditions. If schools are delayed we will delay the same number of hours. For example, if they announce a three hour delay, we would open at 10am instead of 7am. During a **tornado warning** children will not be allowed to leave the building. Parents may come and sit with their child but no one is allowed to leave the premises while a warning is in effect.

Please listen to local radio stations for closing announcements.

Personal Belongings/Clothing

Dress your child in clothing for play and outdoor activities. Select clothing that is washable, sturdy, free of complicated fastenings (especially for children who need diaper changes or are being potty trained). Also make sure your child is dressed appropriately for the weather. Please put labels or names in all outer garments, including hats and mittens. Every child needs a back pack with his/her name on it and a change of clothing. Disposable diapers, pull ups and wipes are to be furnished by the parents. Children have a difficult time running and climbing on the playground equipment with sandals, flip-flops or boots. Therefore, these shoes are not allowed due to safety concerns. Only shoes with a closed toe and heel should be worn to school.

Guidance and Discipline

We strive to maintain a stimulating environment which helps in preventing inappropriate behavior. Through guidance, we want to help your child grow, mature, and develop self - control. Discipline will be based on understanding the individual needs and development of a child and shall be directed toward teaching the child responsible behavior. Discipline will be administered under the following guidelines:

1. Behavioral standards, limits, and rules will be understandable to children.
2. Expected behavior will be appropriate to the child's developmental level.
3. Discipline will be fair, consistent, related to the specific misbehavior, and administered by the teacher who is primarily responsible for the child's care.

Discipline approaches include:

- *Removing the child from the situation
- *Explaining why the behavior is unacceptable
- *Using a "time-out" chair or other place where a child may regain control of his/her behavior

All disciplinary problems are handled on an individual basis according to the circumstances involved. We will always work with the parent to attempt to correct the situation. Temporary dismissal from the center is always our last choice. However, we reserve the right to dismiss any child from enrollment upon 10 days' notice to the parents involved if the staff determines that the program is not meeting the needs of the child or if the child's presence poses a threat to the welfare of others.

- **Withdrawal**

FBC Glencoe Weekday reserves the right at any time to permanently dis-enroll a child from the program for the following reasons

1. Non-payment of tuition and fees
2. The director(s) feels that the needs of the child or the needs of the program are not being met
3. Parents or guardians display inappropriate behavior such as, but not limited to: profanity, physical aggressiveness, verbal abuse, etc., toward staff members, other parents, or any child/children on the premises
4. Parents or guardians fail to follow the policies of FBC Glencoe Weekday
5. Excessive behavioral problems persist with a child

Parties/Celebrations

- **Holidays**

We will celebrate special holidays throughout the school year. Celebrations may include special foods and/or parties. Your child's teacher may ask for your help.

- **Birthdays**

Birthday parties may be observed during snack time. They should be kept simple. Invitations to individual birthday parties may be sent home with the children as long as **every** child in the class receives one. If your child has a summer birthday you may set a date with the teacher to have an "un"birthday.

Music

Music is a wonderful tool for teaching young children. Your child will go to music class each week. Music will be taught by a member of FBC Glencoe Weekday staff or church staff. We will have two special programs each year so that the children may showcase what they have learned. Because children enjoy all aspects of music, a variety of musical activities will be included in each teacher's lesson plans.

Chapel Time

Chapel Time is a special time set aside in the sanctuary for our 3,4, and 5 year olds. Chapel will be conducted by one of the FBC Glencoe ministers. All children are taught Bible stories and Bible verses in the individual classrooms throughout the week. Our Primary and Intermediate grade children will have devotionals in class each day.

Parent Involvement and Observation

Parental involvement is welcome and encouraged in our center. Parents often assist with holiday celebrations, field trips, occupational experiences, etc. You are welcome to discuss your child's progress at any time with his/her teacher during a scheduled conference. Most classrooms have windows so that you may observe your child but he/she will not know you are observing. If a parent requests to visit inside the classroom, it should be noted that children do not behave as they normally would when visitors are present in the classroom. We do not mind being observed, we just have to make sure it is done with the best interest of the child and other children in the class as top priority.

Communication

- **Facebook/Remind**

We have a Facebook page for our center, a Facebook group for all parents and Facebook groups for each individual class. If you have not been added to these groups, please let us know. If you have not liked our page, please do that as well. You may also sign up for text alerts through the Remind App. Go to remind.com/join/fbcweekday. Class code is 81010.

- **Newsletters/Calendars**

Newsletters and calendars will be sent home monthly so that you may remain informed about your child's experiences at preschool. Information will be included concerning the topics of study, as well as any information about field trips, conferences, scheduled closings etc. All communication notes will be placed in your child's folder. You are responsible for this information so please check your child's folder **DAILY**. This information will also be uploaded each month to our FBC Glencoe Weekday parent group on Facebook. If you have not yet been added to this group, please let us know.

- **Conferences**

If at any time you would like to discuss any aspect of your child's school experience, please feel free to make an appointment with your child's teacher. It is important that no parent engage in conversation while any child is in that teacher's care. Written or phone messages may be used in order to arrange a conference.

Curriculum

We use the Day-By-Day Lesson Plans published by The Mailbox and The Jesus Storybook Bible as the basis of our curriculum for babies-K4. K5 students are taught from a mixture of the Houghton Mifflin Common Core Language Arts and Math, Saxon Math, Saxon Phonics and The Jesus Storybook Bible. Primary and Intermediate grades use Accelerated Christian Education Paces and The Big Picture Interactive Bible.

Acknowledgment of 2016-2017 Policies

A copy of our current handbook containing detailed information about our policies and procedures may be found on our website www.fbcglencoeweekday.com. Please read over the handbook at your convenience, initial beside each section as you've completed reading it. Then, please sign and return this form for us to keep in your child's folder so we may be sure you are up to date on all of our current policies.

If you do not have access to the internet, please let us know and we will get you a printed copy of the handbook.

- _____ 1. General Policies (admission, enrollment, attendance, withdrawal, tuition, scheduling/pricing, late fees, returned checks, arrival, departure, releasing children)
- _____ 2. Food/Food Allergies
- _____ 3. Illness/Medication
- _____ 4. First Aid/Accidents
- _____ 5. Safety Plans
- _____ 6. Personal Belonging/Clothing
- _____ 7. Guidance and Discipline
- _____ 8. Parties/Celebrations
- _____ 9. Music/Chapel
- _____ 10. Parent Involvement and Observations
- _____ 11. Communication
- _____ 12. Curriculum

I have read and understand all policies of FBC Glencoe Weekday. I agree to abide by the policies stated herein of FBC Glencoe Weekday, 103 N. College St. Glencoe, AL 35905

(Please sign this page and return to your child's teacher)

Child's Name

Parent Signature

