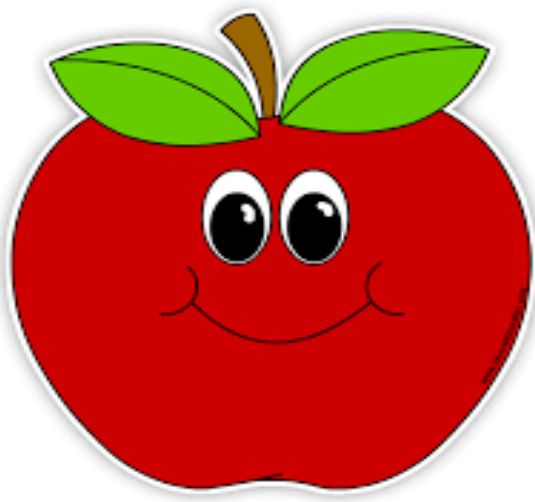


FIRST BAPTIST CHURCH PRESCHOOL

PARENT HANDBOOK

2020-2021



FIRST BAPTIST CHURCH PRESCHOOL

PARENT HANDBOOK

2206 16th Avenue
Vero Beach, Florida
772-562-3037 - Preschool Office
772-567-4341 - Church Office
Website: www.fbcvero.org
Email: fbcpreschool@fbcvero.org

Personnel

| | |
|--------------------------------|---|
| Pastor: | Joe LaGuardia |
| Associate Pastor: | Bryce Richard |
| Minister of Music and Worship: | Michael Carter |
| Children's Minister: | Kristina LaGuardia |
| Preschool Director: | Patti Carter |
| Preschool Assistant Director: | Rene' LaRosa |
| Teachers: | Laura Brewer David DeGraeve Gabi dos Santos Amanda Gooch Rene' LaRosa Jensen McCord Chrissy Rogers Leeanne Parrish Barbara Wight Meagan Williamson |

FORWARD TO PARENTS

Welcome to First Baptist Church Preschool, a ministry to children and their families! We are delighted to share in the nurturing of your child and consider this both a privilege a serious responsibility. Your child will learn, in a Christian environment, about God's love and concern for them. Thank you for letting us share in the life of your child.

Our purpose is to give to each child a strong foundation through a weekday early education program that will help them reach their greatest potential – spiritually, mentally, physically, emotionally, socially, and educationally. This is to be accomplished by providing developmentally appropriate activities and guidance, and by providing a program of ministry and outreach to the families of the children enrolled.

Our teachers are well trained and participate in a continuous program of in-service education. They love children and will guide your child with warmth and understanding. We trust that our program will meet the needs of your family.

SCHOOL POLICIES

FINANCIAL ARRANGEMENTS

Registration fee for Preschool is non-refundable. \$110.00

Preschool Tuition (monthly)

| | | | (2 nd Child) |
|------------|---------------------------|----------|-------------------------|
| 5 mornings | Monday - Friday | \$395.00 | \$316.00 |
| 3 mornings | Monday, Wednesday, Friday | \$290.00 | \$232.00 |
| 2 mornings | Tuesday, Thursday | \$240.00 | \$192.00 |

A multiple child discount is available. The tuition rate for the second or third child with the fewest day and enrolled simultaneously is discounted 20% on tuition only.

Extended Care Fees (daily)

| | | |
|-----------|----------------|----------|
| Morning | 7:30 - 9:00am | \$ 6.00 |
| Lunch | 12:00 - 1:30pm | \$ 8.00 |
| Afternoon | 12:00 - 5:15pm | \$ 13.00 |

PAYMENT OF FEES

- Monthly tuition is billed one month in advance and extended care fees are billed at the end of each month. Payment is expected no later than the 10th of the month. A \$5.00 late fee will be applied to accounts not settled by the 10th of each month.
- All checks are to be made payable to:

First Baptist Church Preschool

- Credit card payments can be made online at fbcvero.org. To establish an account, click on "preschool" then click on "e-giving". Payments may also be mailed or placed in the tuition box at the front desk. When paying with cash, a receipt must be completed by office staff. FBC Preschool is not responsible for cash placed in the tuition box.
- Tuition payment is still due even though your child is sick or on vacation. This is necessary to ensure that your child's place is held in our program.
- There is a late pick-up charge for children picked up after the regular dismissal time. **The charge is \$ 5.00 for any part of the first 10 minutes and \$ 10.00 for any part of every 10 minutes thereafter.**
- A 2 (two) week notice is required to withdraw a child from the program.

THE HEALTH AND SAFETY OF YOUR CHILD

- Upon enrollment, a signed Student Health Examination form and Florida Certification of Immunization form must be on file. A new health form is needed every two years and immunization records must be kept up to date. This may be obtained through your pediatrician or the Health Department.
- Your child will be sent home if any symptoms of illness appear during the day. These may include but are not limited to vomiting, diarrhea, fever, sore throat, reddened eyes, headache, chronic cough, unexplained rash, or runny nose. In such cases, your child will be isolated from the others and you will be contacted.
- **Keep your child home if he or she . . .**
 - has a fever or has had one during the previous 24 hour period. Children may return to school only after being fever-free for 24 hours without the use of a fever reducing drug.
 - has green nasal discharge.
 - has a chronic cough.
 - is fussy, cranky, and generally out of sorts.
 - is just tired. Rest may prevent the development of a serious illness.
 - has symptoms of a possible communicable disease.
(These may include runny nose, reddened eyes, sore throat, headache, diarrhea, vomiting, abdominal pain, unexplained rash, or fever.)
- **Please notify the school immediately if your child has been diagnosed with a communicable disease.** Confidentiality will be maintained, however, an informational notice will be emailed to all families.
- In case of accidental injury we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's physician as authorized by the parent. If necessary, we will also call 911. Until the arrival of a parent, a physician, an ambulance, or a paramedic, the director, assistant director, or the teacher will make any necessary decisions about the care of the child. Parents will be expected to assume responsibility for any resultant expense.
- **It is extremely important that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information. Please submit the new information in writing to the office.**

AUTHORIZATION TO PICK UP CHILD

Children will be released only to a person authorized by a parent or legal guardian to do so. We must have written authorization (forms are available at the front desk of the Children's Ministry Center) for changes in this respect. All those picking up children must be prepared to show a photo identification card. Appropriate safety seats must be in place. Should there be any doubt about the pick-up, we reserve the right to deny authorization.

WHAT TO WEAR TO SCHOOL

Think of your child's comfort and provide clothing with simple fasteners.

Think of messy art projects and provide clothing that is washable.

Think of our playground and provide clothing that is sturdy.

Think of your child's comfort during cooler weather and layer their clothing.

Think of our collection of unlabeled, unclaimed clothing and label all garments.

Think of accidents that can occur and provide a complete change of extra clothes.

Think of climbing equipment, steps, and mulch and put tennis shoes on your child's feet. Closed toed shoes only!

SNACKS

Parents are asked to supply daily snacks for their children, one for the morning and one for the afternoon if applicable. Please label snacks with your child's name. Remember that we are a peanut-free school. We encourage healthy choices.

PLEASE NOTE THAT WE ARE A "PEANUT - FREE" SCHOOL!

BIRTHDAYS

Each child's birthday is observed, with parents' permission, during snack time. You may send special snacks such as mini cupcakes, muffins, doughnut holes, fruit, crackers, etc. Food must be store bought and in original packaging with an ingredient label. Be sure the snacks are peanut free. Please check with the teachers before bringing snacks into the classroom.

TOYS

- Except for special needs toys, **WE ASK THAT YOUR CHILD'S TOYS BE LEFT AT HOME.** If an item is brought to school, we cannot be responsible for it. On Show and Tell days, toys must have the child's name on them.
- Books pertaining to the unit topic are always appreciated. The child's name should be in the books. Please check first with your child's teacher.

ARRIVAL AND PICKUP

Due to Covid-19, arrival and pick procedures have been temporarily changed. Please see the Covid 19 Safety Plan on our website.

- Preschool hours are from 9:00am to noon. For your child's safety, accompany your child to the classroom, mark the sign in sheet and be sure a teacher is in the room before you leave. Remember, 9:00am is the time school begins. **An early morning fee will be charged when a child arrives in the classroom before 8:55am.**
- **CHILDREN ENROLLED IN THE MORNING PRESCHOOL PROGRAM ONLY ARE TO BE PICKED UP AT 12:00 NOON.**
- **NOON PICK UP IS DRIVE THROUGH ONLY. BE PATIENT AND REMAIN IN YOUR CAR.** If your child's class is not yet outside you may be asked to drive around in order to "load" the vehicles next in line. Please stay in your car and a teacher will bring your child to you. This pick-up time period begins at noon and ends at 12:15am.
Parents of toddlers (**Puppy Class**) should **park and come to the classroom** to pick up your child.

EXTENDED CARE

Morning Program

- We provide a morning extended care program which begins at 7:30am and continues until 8:55am.

Lunch Program

- The lunch program is 12:00 noon until 1:30pm. This program is open to all currently enrolled children. You are responsible for packing a nutritionally balanced lunch, including beverage, for your child. Remember that we are a "PEANUT FREE" school. Chewing gum, candy, and soda are inappropriate in lunches. Please clearly mark your child's lunch box with his/her name.

Afternoon Program

- We provide an afternoon extended care program which begins at 12:00 noon and is open until 5:15pm Monday through Friday. This program is open to all currently enrolled children. This program includes the lunch program and nap time (12:45 to 3:00pm.) Please send an all-in-one nap roll (base, blanket, and pillow) with your child's name on it. Keep in mind our nap cubbies are small, 8.5 x 8.5 x 14 inches! Nap items will be sent home weekly for laundering. Our program ends at 5:15pm. All children should be picked up by this time.

We are looking forward to having your child with us this year.
For any additional information, call the preschool office, 772-562-3037.

FIRST BAPTIST CHURCH PRESCHOOL
State of Florida, Child Care License Number 091138