



First Baptist Church
PRESCHOOL
of Vero Beach

Parent Handbook

2022-2023

Mrs. Rene' LaRosa, Director
Mrs. Leeanne Parrish, Assistant Director
Preschool Office: (772) 562-3037
Address: 2206 16th Ave, Vero Beach, FL 32960
fbcpreschool@fbcvero.org

FIRST BAPTIST CHURCH PRESCHOOL

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 Ministry Coordinator:	Kristina LaGuardia	
Preschool Director:	René LaRosa	
Preschool Assistant Director:	Leeanne Parrish	
Teachers:	Ashlie Price	Duckling Class
	Jalynn Atkinson	Cub Class
	Coral Redstone	Puppy Class
	Jennifer Link	Puppy Class
	Barbara Wight	Fish Class
	Chrissy Rogers	Fish Class
	Kaitlyn Blanton	Butterfly Class
	Renu Cousins	Butterfly Class
	Leeanne Parrish	Frog Class
	Linda Jones	Frog Class
	Shana Bewersdorf	Owl Class
	Amber Robey	Owl Class
	Amber Barcus	Calico Cat Class
	Lachelle Soulsby	Alley Cat Class
	Olivia Campbell	Support Staff
	Diane Levow	Support Staff

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.

For any additional information, call the preschool office, 772-562-3037.

FIRST BAPTIST CHURCH PRESCHOOL

State of Florida, Child Care License Number 091138

SCHOOL POLICIES

FINANCIAL ARRANGEMENTS

Registration fee for Preschool is non-refundable. \$135.00

Preschool Tuition (monthly)

			(2 nd Child)
5 mornings	Monday-Friday	\$415.00	\$332.00
3 mornings	Monday, Wednesday, Friday	\$310.00	\$248.00
2 mornings	Tuesday, Thursday	\$260.00	\$208.00
Full-Time Infant Program	Monday-Friday	\$800.00	

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	\$ 7.00
Lunch	12:00 - 1:30pm	\$ 9.00 (children must be 2 yrs. old to stay until 1:30)
Afternoon	12:00 - 5:15pm	\$14.00

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 through our Brightwheel app with a fee. ACH payments can be made with no fee. To establish an account, look for the invitation sent to you when you registered. Within the Brightwheel app you can set up banking information to make payments. 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.
- **If your child will be out sick, we ask that you notify the school prior to 9AM. You can notify us via the Brightwheel app or call the Preschool office 772-562-3037**
- 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 those authorized by a parent or legal guardian through the Brightwheel app. All approved pick-up contacts on your child's Brightwheel app have been given a pin. This pin will be used to securely check your child in and out. Please note that pin numbers **may not** be shared as they are assigned to each individual person. This provides legal documentation of who is bringing and removing your child from the center. 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 & WATER BOTTLES

Parents are asked to supply daily snacks and a water bottle each day for their children, a snack for the morning and a snack for the afternoon if applicable. **Please label snacks and water bottles with your child's name.** Remember that we are a peanut-free school and 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

- Preschool hours are from 9:00am to noon. For your child's safety, accompany your child to the classroom, sign in on the class table 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.**
- There are two separate pick-up areas that have been established for noon pick-up. Children from the first floor classrooms (Puppies, Fish, and Butterflies) will be ready for noon pick up at the main driveway, as approached from 16th Avenue. When picking the younger children up at the main preschool loop, please remain in your car and the teachers will bring your child out to you. Children from the second floor classrooms (Calico Cats, Alley Cats, Frogs, and Owls) will be ready for noon pick up at the east playground gate, as approached from 15th Avenue. At this pickup location we ask that you come to the gate to pick-up your child. If you have siblings in the school that are at two different pickup areas, please use your youngest child's designated pickup area. 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. The noon Pick-up time period begins at noon and ends at 12:15am.

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 children 2 years old and up. Puppies may not stay until they have reached 2 years old. 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. Ice packs are required in all lunch boxes!

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.