

Faith Family Fellowship Preschool

A ministry of Faith Family Fellowship



Parent Handbook

Faith Family Fellowship Weekday Preschool

7100 Spanish Fort Blvd.

Spanish Fort, AL 36577

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www.faithfamilyonline.com

Mission Statement

Faith Family Fellowship Preschool seeks to glorify God through Christ like interaction with students and their families as we teach foundational truths in both education and the Bible.

Philosophy

The staff at Faith Family Fellowship Preschool along with the Pastors and Elders of Faith Family Fellowship believe that foundations are important. Our program is designed to partner with parents in providing a foundation that will teach your child at an early age that he/she was created in the image of God, is loved by God, and has a God led purpose. The Bible is the foundation for all activities and subject matter that your child will be exposed to.

Recognizing the importance of balanced growth, our staff will provide your child with the opportunity for cognitive, emotional, physical, social and spiritual development through our curriculum and activities. We use the A Beka Curriculum which combines phonics, math, and exciting units for the children. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas while enjoying feelings of success. This is primarily done through hands on activities and positive Christ-like role modeling by the staff.

Statement of Belief

The following beliefs are foundational to the operation of Faith Family Fellowship Preschool:

- ❖ We believe there is One, and only One, living and true God.
- ❖ We believe that Jesus Christ is the eternal, pre-existent Son of God.
- ❖ We believe the Holy Spirit is a divine person; equal with God the Father and God the Son.
- ❖ We believe in the verbal, complete inspiration of the Holy Scriptures resulting in the original autographs being inerrant, infallible and authoritative.

Purpose and Goals

- ❖ Help preschoolers understand God's purpose, plan, and love for them.
- ❖ Provide an academic environment in which children are encouraged to be productive and creative learners.
- ❖ Develop an appreciation for education and a love for learning.
- ❖ Educate the whole child – cognitively, emotionally, physically, socially, and spiritually.
- ❖ Develop quality friendships in a safe and comfortable environment.

- ❖ Develop a sense of responsibility and independence by teaching developmental skills and strengthening decision making skills.
- ❖ Develop the ability to work and play in groups as well as independently and promote healthy relationships with peers and adults.

Registration

There is a \$250 registration fee that **must** be paid at the time of registration. Registration fees will be paid annually. This is a **non-refundable** fee and is not part of your tuition payment for the upcoming school year. This fee will help cover operating and supply costs for the school year.

Tuition

Child's Age	Program Days	Annual Tuition*
2 years by 9/1	Monday - Friday	\$5950
	MWF	\$4850
3 years by 9/1 and <i>potty trained</i>	Monday – Friday	\$5950
	MWF	\$4850
4 years by 9/1	Monday – Friday	\$5950

*Tuition payment options include annual, semi-annual, and 10 month options. Tuition discounts may apply for annual and semi-annual payment options. Tuition discounts are also given for multiple children, military, and members of Faith Family Fellowship. Details are provided in the Parent Financial Contract.

- ❖ Tuition is due on the first of the month and is considered late on the 10th. A \$30 late fee will be added to your account after the 10th of the month.
- ❖ All tuition and applicable late fees must be made for your account to remain current.
- ❖ Your tuition fee will not be prorated for any days missed for holidays, sickness, vacation or inclement weather.
- ❖ Checks should be made payable to Faith Family Fellowship. Please indicate your child's name in the memo area of your check.
- ❖ If we receive two Nonsufficient Funds checks, you must make payment by money order or cash.
- ❖ If your account is 30 days past due, your child may not return to school until your account becomes current or payment arrangements have been made with the Director.
- ❖ Faith Family Fellowship Preschool reserves the right to dismiss any family for non-payment of tuition or fees.

- ❖ Checks can be given to the director or dropped in the After Hours drop box by the church office door. Drop box is pictured below. Cash should always be given to the Director or the Financial Coordinator.



Class Size

Below is the maximum number of students per teacher per class:

- K2** – 8 students
- K3** - 10 students
- K4** - 12 students

Immunization

Your child's current blue card must be on file before your child can attend school. It must be kept current throughout the year.

Withdrawal Notice

A 30 day written notice is necessary to withdraw a child from the program. As stated in the Parent Financial Contract, any student who withdraws after June 1 will be charged a withdrawal fee of \$595.

Arrival

Regular drop off is 7:30 – 8 AM.

For medical and dental appointments please note, **drop off after 10:30 am is not allowed.**

Parents may walk their child to their classroom the first three days of school only. After that, our staff will escort your child to their classroom. This reduces foot traffic in the halls. It is also an important part of your child's development that they come to school on their own. They feel confident and happy when they begin to develop this independence. Most children have a reduction in separation anxiety.

Car line will begin at 7:30 am when our main door opens. You may not park in the car line and take your child to their classroom. If you are walking your child in, please park in the parking lot.

Car line ends at 8 AM. If you are dropping off after this time, ring the doorbell and someone will come assist you.

A note about late arrivals: Late arrival can have a huge impact on learning, especially in the K4 program where children are being prepared for Kindergarten. It can disrupt the flow of teaching time in the classroom when a teacher has to stop class activities in order to instruct each late comer. Now imagine having to stop the planned lesson 3 or 4 times, it will begin to impact the rest of the children. Please respect the effort the teachers put into planning, by having your child here by 8 AM.

Departure

Car line will begin at 2:30 pm and end at 3:00 pm. All children that are not picked up by 3:00 pm will be escorted to aftercare.

Early Morning Care

The cost for this program is \$30 and will be billed with your monthly tuition. Fees must be paid with your tuition for your child to remain in the program. The door for Early Morning Care will be opened at 7:00 am. You must bring your child into the building. Carline will not be available until 7:30.

After School Care

Aftercare is a non-structured program with outside and free play that allows children to interact with their friends. A light snack is provided for children staying in our aftercare program. If your child has a food allergy that requires special attention, we ask that you provide his/her snack. You must come in the building to get your student. Carline is not provided for Aftercare.

Aftercare begins at 3:00 pm. **All children must be picked-up by 6:00 pm.** There will be a **\$5.00 per minute** charge for every minute you are late. This fee will be added to your monthly tuition statement and must be paid to remain current. Your child will not be allowed to attend aftercare if your account is not current **or if you pick up after 6:00 pm three times.**

The cost for aftercare \$120.00 monthly OR \$10.00 per hour increment.

Dress Code

- ❖ Children should wear closed toe shoes with velcro closures or slip ons.
- ❖ Clothes should be comfortable and easy for them to handle on their own (ex. elastic waist shorts/pants, **no belts**).
- ❖ If a child is no longer in diapers or pull ups underwear is required.
- ❖ Shorts should be worn under dresses.

Learning can be fun and also sometimes messy. Please dress your child accordingly. Their clothes may get dirty from activities.

Personal Items

All jackets, sweaters, coats, backpacks, cups, lunches, etc. should be ***clearly labeled*** with your child's name. Please leave personal toys at home. Your child may bring a blanket to leave with his/her nap mat.

Backpacks

Each child needs to bring a **full size** backpack to school each day. This will need to fit a full size folder (without bending the folders edges), a lunch box, and a weather appropriate change of clothes.

Folders

Each child will have a folder to bring home daily. Please be sure to check it **each day** and review your child's work with him/her. This will allow you a great opportunity to communicate with your child about his/her school experience. You should also check for communication from your child's teacher or the school.

Snack and Lunch

You are to provide your child a snack and a drink each day as well as lunch. We encourage you to send nutritious foods such as fruit, crackers, granola bars, cheese, juice, water or milk. We will gladly reheat already cooked items for lunch. **Carbonated drinks, drinks with red dye, and meals that require *cooking* in the microwave are not permitted (including macaroni and cheese).**

It is helpful to your child and their teacher if you differentiate between snack and lunch by labeling them clearly with **S** for snack and **L** for lunch.

Allergies- We will always start the school nut free. Once we have a clear picture of any food allergies some classes may be able to lift the ban. Some classes may be asked to go “nut free” out of respect and safety for a child.

Refillable Bottle or Cup

Hydration is very important no matter the age. Please send a NO SPILL cup with your child each day. A no spill cup is a cup that you can knock over and it does not spill. Examples of this type of cup would be a Munchkin Miracle 360 degree cup or a flip top straw cup. Both of these types of cups can fall off the table or be tossed in a bag and not form a puddle of water. We do ask that only water be in the cups. Sugary drinks that might spill leave a terrible mess on the floor or carpet.

Nap

All students will have a nap time each day from 12:00 pm until 2:00 pm. You will need to provide a nap mat and a blanket for your child. Mats with a built in blanket are fine.

We do not allow pick up during nap time as it can disrupt the other students while they are resting. Please plan pick-ups for appointments or other activities accordingly. This does not include emergency situations. In such an event you would call the preschool and let the director know of the need.

Supplies

Supplies will be purchased by the school. A \$50 supply fee is due at Parent Orientation.

Potty Training

At Faith Family Weekday Preschool a potty trained child is considered a child that can do the following:

- ❖ Recognize the need to go to the bathroom.
- ❖ Pull pants and underwear (or a pull-up) down and up without assistance. This is why we encourage elastic waistbands rather than pants that button and zip. It is also why we try to discourage belts.
- ❖ Pulling off toilet tissue without assistance.

- ❖ Wipe the front or back without assistance (We do understand that during the early K3 months they may need a little assistance wiping after they have pooped, but we want them to at least be able to try on their own.)

Why does this matter? Each grade in our program is preparing them for the ultimate goal of Kindergarten. They will not get bathroom assistance in grade school. It is important they learn these skills now. To prepare them for this they do not get bathroom assistance by the time they reach K4. However, a staff member will verbally walk a child through what to do in the event of a bathroom issue.

Change of Clothes

All children must have a complete change of clothes in a labeled Ziploc bag that will be kept at the school or in their backpack. These will be used in case of accidents. Please make sure to change these out as your child grows or the season changes.

Inclement Weather

Faith Family Fellowship Preschool follows Baldwin County Public Schools' decision in case of inclement weather. If Baldwin County delays, cancels or dismisses early because of inclement weather, we will do the same. The school will take appropriate actions in emergency weather situations.

Fire/Tornado Drills

Drills will be held at various times during the school year. Directions and exits are posted in the classrooms. When the alarm sounds, teachers and students are directed to exit accordingly in an orderly, quiet manner.

Birthdays

Birthdays are very special days for preschoolers. Psalm 139:14 says "I praise you because I am fearfully and wonderfully made." Please make arrangements with your child's teacher in advance if you would like to send small cookies or mini cupcakes on your child's special day. These will be shared at snack or lunch.

If your child is having a party and would like to invite his/her class, please feel free to send the invitations to school.

Discipline

Praise and positive reinforcement are effective methods for the behavior management of preschool children. We use redirection and time-out as needed. In extreme circumstances where removal from the classroom is necessary for a time, children are taken to the Director's office. ***Corporal punishment is never permitted by staff at our Preschool.***

Illness

The intent of our illness policy is to reduce the spread of illness among children and teachers in order to maintain a healthy, safe environment for everyone. We also want children to have the proper amount of time at home in order to fully recover from illness.

If your child is displaying any of the following symptoms they will not be permitted to attend school. In addition, your child must be symptom free **without medication** for 24 hours before returning to school. If your child is prescribed an antibiotic, they must be 24 hours into their dosage before returning to school. The symptoms are as follows:

- ❖ A fever of 100.4 or more
- ❖ A heavy nasal discharge (thick, green or yellow)
- ❖ Vomiting
- ❖ Diarrhea
- ❖ Persistent cough and/or sore throat
- ❖ Head Lice
- ❖ Symptoms of communicable disease (ex. chicken pox, hand foot mouth, whooping cough)
- ❖ Skin rash, excluding diaper rash
- ❖ Eye discharge or Pinkeye
- ❖ Fussy, irritable behavior or your child's inability to perform all of the day's regular activities

If your child becomes ill while at school, the Director will contact you immediately to pick up your child. If you are unavailable, your emergency contacts will be called. Your child will be kept separated from the other children while they wait for you to pick them up. You are expected to pick him/her up promptly.

Medication

You must complete a medication form before we can administer any medication to your child. Your child's medication must be in the original container enclosed in a Ziploc bag labeled with your child's name. ALL medications must be kept in the Director's office. ***Under no circumstances can medicine be sent in with a child. It should always be given to a teacher or the director.***

Biting Policy

When children are older than 24 months, biting is less common. Language is beginning to become the tool of choice, with "No!" and "Mine!" being used most frequently. These verbal warnings alert the teachers that it may be time to intervene, and redirect the playmates involved in another direction.

When an older child bites, the preschool's policy is:

1ST and 2nd Offense- The child who bites will quickly be placed in "Time Out", while the teacher comforts the child who has been bitten, and attends to cleaning the bite. Then, the teacher will return to "Time Out" and speak with the offending child about what happened.

Both sets of parents will be told of the incident. A "Biting Form" will be filled out and signed by the parent of the child who bit. A copy of the signed form will be sent home with the Parent of the student who bit and the original form will be on file with the director.

3rd Offense- The parents of the biter, will be called and will need to come pick up their child immediately. The preschool Elder Board will meet to determine whether the next step will be a two day suspension or removal from the program for the remainder of the school year.

Communication

We communicate through the following:

- ❖ Emails
- ❖ Daily reports in the folders
- ❖ Newsletters
- ❖ Phone calls or text messages when needed
- ❖ The Preschool's Private Facebook page (You can search Faith Family Weekday Preschool and ask to join the private group once your child is a student, but not before hand as it is a private page for the current parents only.)

3 Day Attendees

Students attending 3 days a week will attend Monday, Wednesday, and Friday. We do not add extra days during the week when school is closed for a holiday.

Though we try very hard to plan events so that every student has an opportunity to attend there may be moments when this does not line up for the 3 day a week students.

Security

For security purposes our doors are locked at all times. Cameras are in all the classrooms and common areas, as well as the playground and halls.

Take Note!

Note the following points of interest we are adding:

- We recognize that families have many traditions around the different holiday seasons. Here at Faith Family we believe Christ is the reason to celebrate. Santa and the Easter Bunny will not be discussed here. If your child brings them up we will redirect the conversation. There are multiple purposes behind this response. The first, as previously stated, is that Christ is our focus. The second is to preserve each families traditions. The more conversations there are the more children will debate whose parents are telling the truth. If we just redirect the conversation this helps to keep the peace.
- Once a parent has arrived and retrieved their child from After Care the child is not allowed to come back in and stay longer. This interferes with our tracking system for attendance and charges.
- Respect for all workers is required. We do not allow workers to be purposefully hit, slapped, kicked, or talked to inappropriately. Behavior like this will result in a visit to the director's office and a warning will be sent home to the parents. A second warning will require a parent conference. A Third offence will result in suspension of the student for 3 days.

Remove this page from handbook. Keep handbook and return signed page to school.

Acknowledgment of Handbook Receipt

I acknowledge I have read and understand the contents of this handbook. I agree to adhere to the policies that are outlined in this document.

Child's Name _____

Parent's Name _____

Parent's Signature _____

Date _____

Please remove form, complete and return to the Director with Registration packet.