



Welcome!

PARENT

Welcome

PACKET

First Baptist Church

LEARNING CENTER

Come Grow With Us | 2 Peter 3:18



*Nurturing Hearts.
Growing Minds.
Rooted in Christ.*



A SAFE & LOVING
ENVIRONMENT



CHRIST-CENTERED
LEARNING



GROWTH &
DEVELOPMENT



PARTNERSHIP
WITH FAMILIES

A Note from the Director

Dear Parents,

Welcome to the First Baptist Church Learning Center family! We are truly honored that you have entrusted us with the opportunity to care for and teach your child. We look forward to a wonderful year filled with learning, laughter, friendships, and spiritual growth.

This Parent Welcome Packet has been prepared to help you become familiar with our program, policies, and daily routines. Inside, you'll find important information about our Learning Center, along with guidelines that help us provide a safe, nurturing, and Christ-centered environment for every child. You'll also discover ways we can partner together to make your child's experience as meaningful and successful as possible.

Our desire is that every child feels loved, encouraged, and excited to come each day. We believe these early years are an important time of growth, and it is our privilege to walk alongside your family as your child develops academically, socially, emotionally, and spiritually.

Thank you for allowing us to be a part of your child's journey. If you ever have questions, concerns, or simply need to visit with us, please don't hesitate to reach out. We value open communication and look forward to partnering with your family throughout the year.

We are so glad you're here!

In Christ,

Barbara Goodman

Director
First Baptist Church Learning Center

“Train up a child in the way he
should go: and when he is old,
he will not depart from it.”



Proverbs 22:6

Our Program

At First Baptist Church Learning Center, we believe every child is a precious gift from God. Our desire is to partner with parents by providing a Christ-centered environment where children are loved, encouraged, and challenged to grow spiritually, socially, emotionally, mentally, and physically.

We strive to create a safe, nurturing, and engaging place where children can discover God's love while developing confidence, curiosity, friendships, and a lifelong love of learning. Just as Jesus "grew in wisdom and stature, and in favor with God and men" (Luke 2:52), it is our prayer that every child entrusted to our care will continue to grow in every area of life.

We hope your family will feel right at home at First Baptist Church. As a ministry of First Baptist Church Ardmore, we consider it a privilege to serve not only your child, but your entire family. We would love for you to join us for worship, family events, and other opportunities throughout the year as we grow together in Christ.

Our classrooms use a learning-through-play approach because we know children learn best by exploring, creating, discovering, and interacting with others. Every activity—from puzzles and art to dramatic play and Bible lessons—is intentionally designed to help your child grow while having fun.

Spiritual Influence

We believe spiritual growth begins early. Throughout the week, children will hear Bible stories, learn Scripture, sing songs about God's love, and participate in age-appropriate chapel services. Our teachers intentionally weave Biblical truths into everyday learning experiences, helping children understand that God loves them and has a wonderful plan for their lives.



General Information

The following information will help you know what to expect each day at FBC Learning Center. Our goal is to create consistent routines that help children feel secure while making life easier for parents.

✓ Time of Operation

FBC Learning Center opens at 9am and closes at 2:45pm on Tuesdays and Thursdays. Punctuality is vital to the effective operation of our program and to fostering a sense of security and consistency for the children attending.

✓ Attendance

Consistent, prompt attendance is advised. If your child will be absent or late, please notify the Director. If your child is absent, payment is still required.

✓ Birthdays

Parents may bring simple refreshments. Please notify the teacher in advance so that proper arrangements can be made. This must be done at least the day before the operational day so we can post allergy alerts.

✓ Other Parties

Thanksgiving, Christmas, Valentine's, Easter, and End-of-the-Year.

✓ Lunch/Snacks

Peanut butter and any nut products are no longer allowed in any room. We are a peanut-free facility. A mid-morning snack will be provided each day. Breakfast must be eaten before your child arrives at school. Each child is to bring his/her lunch. Lunch should include nutritious foods and a drink. Please do not send candy in your child's lunch. We encourage children to have good, healthy eating habits. Please bring plastic bottles for babies. Baby foods may be brought for infants. We can refrigerate and warm bottles if needed.

✓ Rest time

Each class will have a rest/nap time each day. Children may bring a "lovey" and/or a pillow for rest time. Please make sure all items are labeled and will fit in the backpack. Parents may provide nap mats, but this is not required. Sanitized mats are available for each student. All children are required to rest quietly on their mat during rest time. They do not have to sleep, but we cannot allow them to disturb the others in the class. Infants and toddlers are provided with a crib, sheets, and a blanket.

✓ Clothing

Children should always wear play clothes. Each child also needs an extra change of clothes with his/her name clearly labeled on them. Boots and Crocs are not permitted. Tennis shoes are the best. Please send a jacket in fall, winter, and spring.

✓ Lost and Found

Lost-and-found articles are kept in the office.

✓ Child Custody

Our program has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third party. In this instance, the program will need to be given a copy of the orders bearing the court's signature.

✓ Curriculum

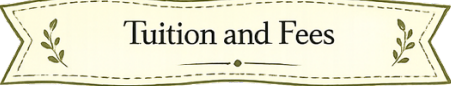
Along with the Wee Learn Curriculum, our teachers incorporate age-appropriate activities that encourage early literacy, math readiness, creativity, fine and gross motor development, social skills, and problem-solving through engaging, hands-on experiences.



Children who are between the ages of 6 months and 4 years may be enrolled in FBC Learning Center.



FBC Learning Center will operate from 9:00am to 2:45pm each Tuesday and Thursday.



Tuition and Fees

As a ministry of First Baptist Church, we strive to keep tuition affordable while providing a high-quality, Christ-centered learning environment. Your tuition allows us to provide qualified teachers, classroom supplies, curriculum, educational materials, and a safe, nurturing environment where every child can thrive.

1. There is an annual supply fee of \$35.00, which is due at registration. This fee is non-refundable.
2. Tuition is \$175.00 per month per child and is due the first Tuesday of each month.
3. A \$25 fee will be charged if your tuition is not paid by the 10th of each month.
4. Tuition payments may be hand delivered to the Nursery Desk on Tuesdays or Thursdays. Checks are to be made out to First Baptist Church. A \$25.00 fee will be charged for any returned checks. Any person submitting two checks that are returned for insufficient funds will be required to pay in cash.
5. Online payments with a credit card are now accepted at fbcardmore.org/give. Monthly recurring payments can also be scheduled. Set it and forget it!
6. Tuition is due on the first Tuesday of the month. If your child is absent, payment will still be due to keep your child's place in his/her class.
7. If you are unable to make this payment plan, please feel free to contact the Preschool Director to discuss options.
8. A two-week notice is required in writing if a child is to be withdrawn from our program. No fees will be refunded.
9. A copy of tuition payments will be furnished upon request for tax purposes. Tax Statements will be mailed by January 31 of each year.
10. \$1.00 per minute per child is charged after 3:00pm. Please call the FBC Nursery, 580-223-1473, in case of a delay or an emergency.



Financial Agreement

1. FBC Learning Center is operated as a non-profit ministry to young children and their families.
2. All payments should be made on the first Tuesday of the month.
3. All accounts must be kept current. Accounts which become two (2) weeks delinquent will be subject to removal of the child from the program.
4. A family is eligible to re-enroll their child for the next semester only if their account is up to date.
5. Children not picked up by 3:00pm will be charged \$1.00 per child per minute. Correct time will be determined by the school clock.

6. The school reserves the right to adjust tuition, which may be required due to increased operating expenses. Parents shall be notified in writing of tuition increases at least 30 days in advance.

Arrival and Dismissal

We know saying goodbye each morning can sometimes be difficult—for both children and parents! Our teachers are experienced in helping children transition successfully into their day. These procedures are designed to ensure every child arrives safely and is released only to authorized individuals.

1. Children will only be dismissed to those persons whose names appear on the authorized pick-up list on the enrollment form. Any changes or additions to this form need to be made by a parent to the Director in writing.
2. If teachers do not know a person picking up a child, the teacher will require the person to present a driver's license for proof of identification. This is for the protection of your child.
3. School starts at 9:00am. Drop-off begins at 8:50am. Children are to be taken to their room each day and will be picked up only by a parent or authorized adult. A child may not be released to a minor.
4. Please DO NOT arrive before 8:50am.
5. All children should arrive promptly between 9:00am and 9:15am. Activities begin with the arrival of the first child—it is important that our activities begin promptly and that all children be on time for class.

Thank you for helping us maintain these procedures. They are designed to protect every child entrusted to our care.

Holidays

FBC Learning Center follows the Ardmore School District regarding holiday days off.

Bad Weather Days

FBC Learning Center follows the Ardmore School District regarding bad-weather school closings. Please watch KTEM for school closings and delays. If Ardmore City Schools is closed, then FBC Learning Center will be closed.

These days will not be made up, and tuition will not be refunded. If, for any reason, the program needs to take cover for severe weather, we will move to the downstairs playroom and wait out the storm. Please do not attempt to pick up during the storm. You may call or text the Director to check on your child. Follow the Learning Center at First Baptist Church Ardmore on Facebook for up-to-date information about program activities and closings.

Health Policies

The health and well-being of every child in our care is extremely important to us. The following policies help us provide a healthy environment while minimizing the spread of illness.

FBC Learning Center requires each parent to provide proof of his/her child's immunization record. It is essential that these be up to date and on file in the office.

Medication will not be given to any child under any circumstances. If Medication is needed, a parent must come to the center to administer it.

Illness and Accidents

1. Any child showing any of the following symptoms of illness will be taken to the office and the parent will be contacted.

- Fever
- Vomiting and/or diarrhea
- Chicken pox, scarlet fever, measles, mumps
- Sore throat/Croup
- Runny nose (at the discretion of the Director)
- Skin infection (i.e., ringworm, impetigo, boils)
- Pink Eye

The child will not be readmitted to school until he/she has been free of illness and/or fever for 24 hours. Re-admittance will be at the discretion of the Director.

2. Parents will be notified when a child has been exposed to a communicable disease within the school. Parents should notify the school when their children are exposed to a communicable disease outside of school.

3. In case of any accidents or sudden illness, the Director will contact the parents immediately. In an extreme emergency, when the parents or the personal physician cannot be reached, the child will be taken to the emergency room. The Child's record will be pulled,

and the parents notified. The medical release and file will be with the Director at the hospital. The Director will leave the program with the child and emergency personnel.



Discipline and Guidance

Our goal is never simply to correct behavior but to teach children how to make wise, loving, and respectful choices. We believe discipline is an opportunity to guide children toward self-control, kindness, and Christ-like character. Our teachers use positive encouragement, gentle correction, and age-appropriate guidance to help children learn and grow.

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 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:

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



We understand that young children are still learning how to express their emotions appropriately. Behaviors such as biting, scratching, or hitting can occur during certain stages of development. While these situations can be upsetting, they are often a normal part of early childhood. Our teachers are trained to respond calmly, consistently, and compassionately while helping children learn healthier ways to communicate.

Here is how we will handle these situations:

- We will comfort the bitten/scratched child and administer appropriate first aid.
- Explain to the biting/scratching child why it is unacceptable. Also removing the child from the circumstances that provoked the biting/scratching for a short period of time.
- We will always inform the parents of the child that has bitten/scratched and discuss with them how they deal with such incidents if they occur outside the Learning Center.
- We will notify the parent of the child that has been bitten, but we will not disclose the identity of the child that has bitten, as it is vital to maintain confidentiality.
- We will discuss the incident with all staff members so that the situation may be monitored.
- It is not our policy to exclude a child for this type of behavior as it only removes the child and does not address the problem.
- We would ask that the parents have their child's immunizations up to date, including tetanus and hepatitis.
- Teachers make every effort to prevent biting in the classroom. However, young children sometimes bite. As Early Childhood Educators, we know that biting is a normal part of some children's development. There are three levels of biting behavior, with the corresponding discipline method listed below.

Here are our different levels of thinking about biting/scratching. Discretion will fall to the Director.

LEVEL ONE

If a child bites/scratches one time, they will be told, "No, biting hurts" or "nice hands" and then redirected to another activity. Attention will be given to the injured child.

LEVEL TWO

If a child bites/scratches three times in one day, the same discipline method will be followed each time. In addition, the parent will be required to pick up the child from the Learning Center. The child may return the next day.

LEVEL THREE

If a child reaches Level Two again in the same week, the above methods will be followed. In addition, the child may not be able to return to school the next day. Any child exhibiting Level Three behavior for three weeks may be disenrolled. At no time will we share information about the child who bit or the child who was bitten with any parent other than their own. We will do everything possible to avoid disenrollment, but in some extreme cases this is our only option.



One of the greatest gifts we can give a child is a strong partnership between home and school. When parents and teachers work together, children thrive. Thank you for helping us provide the very best experience for your child.

1. Help the child attend FBC Learning Center regularly except when he/she is ill.
2. Communicate with your child's teachers but refrain from discussing your child in his/her presence.
3. Know your child's teachers. Work with them concerning problems that may arise. The more the teacher knows about the child, the better she can help the child. We all need to work together to help your children grow and learn.
4. Take an interest in your child's weekly program activities.
5. Build into your child a wholesome, friendly attitude toward the teacher and other children.
6. Take time to do things with your child. Love, work, visit school, and play together as a family.
7. Report any upsetting experiences which you think will help the teacher understand your child.
8. Help your child know his/her full name, age, address, and phone number.



We value open communication and believe that the best relationships are built on trust. If you ever have questions, concerns, or simply want to celebrate something your child has accomplished, we would love to hear from you. Our door is always open, and we consider it a privilege to partner with your family.

Thank you for allowing us to partner with your family. It is a privilege to invest in the lives of your children each week. We pray this will be a year filled with growth, learning, friendships, and a deeper understanding of God's love. We look forward to getting to know your family!

At First Baptist Church Learning Center, we promise to love your child, pray for your family, provide a safe and nurturing environment, teach Biblical truth with compassion, encourage curiosity and creativity, communicate openly with you, and partner with you as together we help your child grow physically, socially, emotionally, mentally, and spiritually.

Learning Center is a ministry of First Baptist Church, Ardmore, and operates under the church's policies and procedures.

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