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## Our PURPOSE, PHILOSOPHY, and GOALS

The **purpose** of the First Baptist Weekday Education Ministry of Peachtree City shall be to provide a quality weekday preschool educational program as a part of the overall ministry of First Baptist Church of Peachtree City. We support the mission of First Baptist Church: helping others connect to God, connect to others, connect in service, and connect with those who do not know Jesus. A Christian emphasis is carried throughout our program at a level appropriate to preschool understanding through the use of Bible stories, Bible thoughts, conversations, and songs.

The **goal** of FBCWEM is to help children to grow in Christian ideals, social, emotional, physical and mental areas. In addition, the Kindergarten program seeks to maintain a curriculum comparable to that of Fayette County Public Schools, in so far as it does not conflict with our basic philosophy, so that children will be on track to enter the first grade.

Our educational **philosophy** is to provide a nurturing environment by professionals who place great value in aiding the early development of children. We use developmentally appropriate curriculum, which addresses the age level and individual needs of the child. This does not mean that academics are not taught; it does mean that academics are approached in a developmentally appropriate way. The self-esteem of each child is held in high regard and positive behavior management is used. Social, emotional, mental, physical and spiritual development is nurtured through a program utilizing physical education, language, and math activities.

Children learn through everything they do, but may not be able to recall their learning when asked to do so. Your child will bring home learning every day in his or her heart and head – if not in their hand. **It is the responsibility of the parents to work alongside their child and his/her teachers to continually reinforce daily learning experiences in order to provide the best learning environment possible.**

## ADMINISTRATION

Director: Rachel Jones

Assistant Director: Jessica Bartlett

Office Number: 770-631-8235

Email: [rachelj@fbcptc.org](mailto:rachelj@fbcptc.org)

Email: [jessicab@fbcptc.org](mailto:jessicab@fbcptc.org)

Website: [www.fbcweekday.org](http://www.fbcweekday.org)

First Baptist Weekday Education is a ministry of First Baptist Church. Our Weekday Education classes are administered by the Director according to established policies.

## COMMUNICATIONS

All FBCWEM staff use Brightwheel as their main form of communication, so parents must download the Brightwheel app. Information will be provided during Meet the Teacher on how to download. Teachers will use Brightwheel to send messages or notifications to parents. The Director also sends monthly newsletters through Brightwheel, as well as any important school wide information. The school also has a Facebook account where pictures and events are posted throughout the year.

Please send all communication in writing, preferably through Brightwheel. We cannot depend on a child's interpretation of your instructions and carline often moves too swiftly to properly convey messages. You may also call the Front Office with last minute messages. We will be more than happy to pass along a phone message to your child's teacher when necessary. Our office number is: **770-631-8235**. If there is an emergency you may also call the church office at 770-487-8133 and ask that a message be delivered to the Director.

## OPERATING POLICIES

FBCWEM is exempt from state licensing from Bright from the Start Georgia Department of Early Care and Learning. Exemption Program Number EX-43751.

#### Enrollment Requirements:

- Completed Registration online through Brightwheel. An invoice for the registration and supply fee will be sent within 48 business hours. You must pay the registration and supply fee within 48 hours to secure your child's spot.
- Your child(ren) is/are between 12 months to 5 years old.
- All children enrolled in the 3-year-old program (3 before September 1<sup>st</sup> of this school year) shall be fully potty trained. This includes undressing, wiping, and dressing themselves.
- Children shall be of the following ages for enrollment in the following classes:
  - Toddler 12–18-month program: children turn 1 year old on or before September 1, 2026.
  - Toddler 18–24-month program: children turn 1 year old between March 1, 2026 and August 31, 2026.
  - 2-year-old program: children turn 2 on or before September 1, 2026.
  - 3-year-old program: children turn 3 on or before September 1, 2026.
  - 4-year-old program: children turn 4 on or before September 1, 2026.
  - Kindergarten: children turn 5 on or before September 1, 2026.
- FBCWEM does not discriminate based on race, creed, or color. Enrollment of students with special needs shall be considered on an individual basis. Enrollment of any child may be based on transcripts from former schools or other pertinent information, as deemed appropriate by the administration. Pre-registration preference will be given to current students, their siblings, and church members.

## OPERATING HOURS

Students are not allowed in the Weekday Education areas prior to 8:45 AM. Please be aware that our staff must prepare the classroom for your child each morning before school begins. Staff members will begin opening car doors when this time is completed. **Please do not drop your child off unattended.** Please wait for a staff member to open the car door and help your child out.

If you arrive after 9:10 AM, **you must park your car and enter through the FBCWEM Main Doors (by the playground) and a staff member will escort your child to their classroom.**

Regular school hours are as follows:

- **9:00AM – 12:00PM Monday-Thursday for Toddlers-3's classes**
- **9:00AM – 1:00PM Monday-Thursday for 4's and Kindergarten**
- **9:00AM – 12:00PM on Fridays ALL CLASSES.**

**Lunch Bunch** is offered for Toddler-3's classes Monday – Thursday from 12:00PM – 1:00PM. There is no lunch bunch offered on Fridays

## TUITION and REGISTRATION

Registration and Supply fees are due upon registration. **REGISTRATION AND SUPPLY FEES are NON-REFUNDABLE.** Your child's spot will be forfeited if required registration fees are not paid within 48 hours of being invoiced.

**All tuition is due the first of each month and is considered late after the 10<sup>th</sup> of the same month.** Payment can be made by check, cash or through our online system Brightwheel. The current tuition rates can be found on our website, [www.fbcweekday.org](http://www.fbcweekday.org). Payments through Brightwheel may be done by bank draft or credit/debit card. There

is a 2.9% service fee for credit and debit cards and \$0.90 fee for bank drafts. Late notices will be sent on the 5<sup>th</sup> of each month and a late payment fee of \$25.00 will apply to all tuitions received after the 10<sup>th</sup>. Checks returned for non-sufficient funds may result in a request for cash payment only, a late fee, plus a \$25.00 returned check charge. Please remember that our monthly tuition is based on a yearly amount that is broken down into 10 equal payments.

Checks can be made out to **FBCWEM**. If payment is not received by the 20<sup>th</sup> of the month, your child will not be able to return to class until fees are paid. Please speak with our Director if there is a situation or question concerning this policy. We depend on your tuition payments to meet day to day operating expenses including purchase of educational materials and supplies, maintenance of equipment, and staff salaries. ***Monthly obligations continue regardless of attendance or enrollment. Fees cannot be pro-rated by absences, vacation, etc.*** Please feel free to discuss extenuating circumstances with our Director.

## WITHDRAWAL

Tuition is obligatory on a monthly basis. ***If a child must be withdrawn, one month's notice is required. Notice must be given in writing. A full month's tuition is required even if the child attends only part of that month.***

We do not register more children than spaces available. **Because teachers have been hired and materials purchased based on enrollment, withdrawal prior to the beginning of the school year must be given in writing by July 1<sup>st</sup> or you will be responsible for payment of August tuition.** In accordance with our one-month notification policy, ***withdrawal after August 1<sup>st</sup> will also require payment of September's tuition.***

## TRANSPORTATION

FBCWEM does not provide transportation. Due to the nature of our parking lot, parents must pick up and drop off their students in carline. Students can be walked into school at drop-off on their first day of school but must be picked up in carline. A map of the carline route and a car name tag will be provided during Meet the Teacher. The car name tag **MUST** be displayed when picking up your child. Any adult who is unfamiliar to us and/or does not have the car tag, will have to provide ID and have their information verified before your child will be dismissed. **If someone will be picking up that has not been listed as an approved person, you must provide the teacher with written advance notice of the person's name, and they must provide their ID to verify at pickup.** A phone call to the office is acceptable in the event of an emergency that causes your pick-up routine to be different.

## FBCWEM DROP-OFF & PICK-UP PROCEDURES

### Morning Drop-Off

Staff members begin opening doors at 8:45 am and continue until 9:10 am. The staff member will open the car door, unbuckle your child's car seat (if needed), help your child out of the car, and help your child find their room each morning. **Please do not allow your child to open the car door and exit by themselves.** Most children adjust quickly to this routine and separate more easily from parents if it is approached as a matter of fact and in a positive manner.

**If you arrive after 9:10 am and there is no staff member present,** you must park your car, walk your child to the door, ring the doorbell and wait until a staff member is available to help your child to their classroom.

### Afternoon Pick-Up

Pick-up will begin at 11:45AM and end at 12:15PM for children who are dismissed at 12:00PM.

Pick-up will begin at 12:45PM and end at 1:15PM for children who are dismissed at 1:00PM.

**Please ensure that your car name tag is always displayed in a visible manner during pick-up.** This allows us to have children ready to be brought out to your car and move the pick-up line along in a timely manner. After your child is placed in your car, please pull up to the top of the hill if your child needs assistance to buckle in. Teachers are not allowed to buckle children into their seats. This allows the carpool line to move more efficiently.

A late pick-up fee of \$1.00 will be assessed per child for each minute past **12:15PM** for children who are dismissed at **12:00PM**. The late pick-up fee will begin at **1:15PM** for children who are dismissed at **1:00PM**. **We realize emergencies occur but please be respectful of this policy. The late fee will be added to Brightwheel in a separate invoice.**

Any change in the normal dismissal routine is to be sent to your child's teacher in a written note, preferably through Brightwheel. (Example: not riding in a normal carpool, going home with another child to play, babysitter/friend is picking up your child.) If there is a last-minute change, be sure to call the office (770-631-8235).

#### **Important notes about carline:**

- Carline will enter Campus from Willowbend Road. (by the First Baptist Church sign.) Follow cones along the path around the building to the FBCWEM entrance by the Playground. **Please see example in folder pocket.**
- Please do not pull out of the drop-off/pick-up line to go around another car unless directed to do so by a staff member.
- Please stay in your vehicle during carline. The teachers get your child out in the morning and place your child in your car in the afternoon. Getting out is a safety concern and keeps the carline from moving in a timely manner.
- Per Georgia Law, pre-school aged children are required to be in a car seat.

## **ILLNESS OR ABSENCES**

According to National Academy of Pediatrics, a child who has exhibited any of the following symptoms **within the previous 24-hour period** is possibly contagious and should not be in a group care situation:

- Fever (100.4 or higher)
- Vomiting
- Diarrhea
- Common cold
- Sore throat
- Unexplained rash
- Skin infections: boils, ringworm, & impetigo
- Red & runny eyes

Your child must be fever-free for 24 hours **without fever-reducing medications** prior to returning. If a child has an excessive runny nose, please keep them at home. We do not want to share germs. A child must also be free of vomiting or diarrhea for 24 hours before returning to school. If during the school day your child becomes ill or exhibits any of these symptoms, every attempt will be made to notify you. Your child will be isolated as effectively as possible. **If your child will be absent, please notify their teacher through Brightwheel.**

Emergency forms for each student are completed during registration through Brightwheel. If the information changes during the year, it is your responsibility to inform us of those changes. Contact us or update this information in Brightwheel as needed.

## **IMMUNIZATION REQUIREMENTS**

**Parents must provide a current, up to date Georgia Department of Public Health Certificate of Immunization Form #3231 or Exemption Form #2208 Affidavit of Religious Objection to Immunization for all children.** Form #3231 or #2208 must be on file in our office by **September 15<sup>th</sup>**. If we do not receive one of these forms, your child will not be able to attend school until it is provided.

This is a Georgia Health Department regulation that we are required to follow. If during the school year, your child's immunization form should expire, you have a 30-day grace period from that expiration date to provide us an up-to-date form. After that date, your child will not be allowed to attend school until this immunization form is brought up to date and on file in our office. Immunization Forms are checked on a regular basis, and we attempt to notify you one month prior to the form expiring. If you have any questions concerning this policy, please contact the Director.

## **MEDICATIONS**

The staff and teachers do not administer any medications to the students. If your child needs a medication during school hours, a parent must come to the school to administer the medication. Exceptions would include, but are not limited to, life saving medications such as an epi-pen, inhaler, etc.

## **CLOTHING**

Please have your child wear comfortable play clothing (shorts, pants, dresses **with shorts** underneath) that can be washed, is appropriate to the weather or season, and **labeled** with your child's name. The school will not be held responsible for damaged or lost articles of clothing or jewelry. **Rubber-soled shoes are preferred**, as they are the safest way for your child to play on the playground equipment. Sneaker type shoes are best. **Please label all of your child's belongings (i.e. coats, sweaters, sweatshirts, backpacks, lunch boxes, etc.) with your child's name.**

## **NO PEANUT PRODUCT POLICY**

**Please note that our facility is a *Peanut-Free environment*.** Parents provide snacks (and a lunch if applicable) for their child. Your child's teacher will discuss the snack and lunch schedule at Meet the Teacher. **It is your responsibility to be sure that your child's teacher is aware of any allergies or food restrictions that your child may have.**

## **SCHOOL CALENDAR~INCLEMENT WEATHER~SCHOOL CLOSINGS & TEACHER WORKDAYS**

FBCWEM follows the Fayette County School System for **most** closings with some additions and exceptions. Please refer to our current school calendar listed on our website. If Fayette County schools close for inclement weather, we will also close. If Fayette County has a delayed opening, then we will cancel for that day. We also reserve the right to modify the calendar as deemed appropriate for situations that may occur during the course of the school year.

## **DISCIPLINE AND BEHAVIOR POLICIES**

FBCWEM's policy is to discipline in the form of verbal correction or redirection along with positive reinforcement. If this does not work after multiple attempts, parents will be notified and we will discuss a mutually agreed upon plan of action moving forward.

Aggressive or disruptive negative behaviors such as biting, hitting, hair pulling, pushing, throwing things, or other forms of physical contact with our children or staff will be addressed with parents as the issues occur. Incident reports will be sent home to sign for each occurrence. Continued negative physical behaviors that can't be resolved can be reason for dismissal from our program.

## **PROGRAM DISMISSAL**

We reserve the privilege of dismissing any child if their behavior is unmanageable to the point of classroom disruption and or a danger to others, self or property. This includes but is not limited to if your child is found to not be potty trained (required for 3's, 4's and Kindergarten), fees are not paid on time, parents are uncooperative with recommendations concerning their child, policies are knowingly ignored, and the child is found to require special attention that we are unable to provide.

## **PARENT CONFERENCES/CHILD EVALUATIONS**

Children are constantly observed, assessed and screened by our teachers. Routine, age-appropriate evaluations are completed at least once a year for every age level. Parent/teacher conferences are offered to 4s and Kindergarten parents once a year. If at any time you or your child's teacher feels a situation requires discussion, a conference may be scheduled.

## **SPECIAL FAMILY SITUATIONS**

If your child is involved in custody situation where one parent or family member has sole custody, it is necessary for us to have court documentation on file with our school office. It is your responsibility to advise the Director of this situation and provide us with copies of court mandates and/or legal documents.

## **FUNDRAISERS**

We participate in the Scholastic Book Fair once a year. Other fundraisers may include Butter Braid and Spirit Nights. These fundraisers were carefully chosen based on their value for the parents and the school.

## **PARTY INVITATIONS**

We will gladly place party invitations into book bags provided that **ALL CHILDREN** in the class receive an invitation. Please hand the invitations to your child's teachers to place in the Communication folder to go home.

## **CLASSROOM PARTIES~PICKING UP YOUR CHILD AFTER 11:30**

It is our desire to keep each and every child and parent that attends or visits this preschool safe. Due to the many activities available to the public, our parking lot can be very busy on certain days at the time of our dismissal. To prevent injury, we require our parents to park in the back and enter under the brown awning by the playground if you need to pick up your child after 11:30 AM. If your child's class is having a party and it ends after 11:30 and you are planning on taking your child with you instead of using the carpool line, we require you to park in the back and leave from the west side of the parking. If you have any question about this, please contact the preschool office.

## **EMERGENCIES**

Emergency plans are in place and posted in each child's classroom. Fire, tornado, and active shooter drills are held throughout the school year.

## **SECURITY**

All doors entering the preschool are locked and require a key card for entry. If you are coming into the school, please press the call button located outside the double doors. A staff member will greet you and let you in. Security measures have been put in place and are periodically updated to ensure the utmost safety of your child. Camera systems are in place at entry doors and hallways and are monitored by the Director and Assistant Director throughout the day. Every classroom has a walkie talkie that can be used for communication during emergency situations. Fire, tornado, and/or active shooter drills are done to ensure all team members and students are familiar with how to respond during an emergency.

## **STAFF TRAINING**

All staff is up to date on CPR training and First Aid, complete ten hours of continuing education annually, and Ministry Safe trained. Additionally, the staff goes through Situational Awareness training through the Peachtree City Police Department during our pre-planning week.

## **OTHER**

Any other policy related situations will be handled by the Director and/or Preschool Ministry Administration. Decisions will be based on their judgment of what is in your child's best interest(s).

We also ask that if you need to speak with your child's teacher, we ask that you message through Brightwheel or set up a parent/teacher meeting. Our teachers are busily preparing and teaching their classes and though it may be brief, we do not want to take the teacher away from the learning environment for any amount of time. Thank you in advance for understanding.