

First Baptist Playschool Weekday Early Education

Parent Handbook

First Baptist Playschool has been planned as a ministry of FBC Mineola for 2, 3, 4, and 5 year old children with the goal of helping them in their mental, emotional, social, physical, and spiritual development. This handbook has been prepared in order that you may know Playschool policies and better understand the program as we work together to help your child through a successful year.

The Playschool Program

Playschool teachers utilize the WEE Learn Curriculum distributed by Lifeway Christian Resources as well as Frog Street Press and Zoo Phonics.

Children will participate in a variety of activities such as:

- *Experiencing and learning foundational truths of Christian faith.
- *Learning to share, taking turns, planning, making decisions, working, and playing with others
- *Learning to respond rhythmically to music, singing new songs, and listening to different kinds of music
- *Working with paints, clay, crayons, blocks, and other manipulative materials
- *Enjoying stories, poetry, dramatization, and books
- *Learning about colors, shapes, numbers and the letters of the alphabet
- *Acquiring good health and cleanliness habits
- *Making short excursions to points of interest within walking distance in the community such as the library.

Health and Safety

Age of Child – A child must be 2 by September 1, 2026 and not older than 5 by September 1, 2026.

Health– FBC Playschool can accept only **well children**. We depend upon the parent/guardian to help us maintain this policy.

Symptoms that are cause to keep your child home are:

- *An underarm temperature of 99 degrees or greater (Child must be fever free for 24 hours before returning to school.)
- *Vomiting or diarrhea (Child must be symptom free for 24 hours before returning to school.)
- *Sore throat, tonsillitis, strep throat
- *Unexplained rash
- *Croup and/or persistent cough
- *Common cold, runny nose due to infection (thick and colored mucus present)
- *Skin infections
- *Eye infections
- *Lice – We observe a strict “NO Nit” policy. Children will be readmitted only after treatment AND nit removal.

Parent Notification - If any of the above symptoms are noticed during school hours, the parent/guardian will be contacted and the child will be isolated from the other children and remain with the Director until a parent/guardian can pick the child up. We do not administer medication to children **unless it is an emergency situation. (ex. Asthma, Allergic Reaction)**

ALL children enrolled in FBC Playschool must be current on their immunizations. The Director must have a copy of your child’s shot record on file. If there are updates to this record during the year, please provide an up to date copy to the Director.

Policies and Procedures

Arrival and Departure-The doors will open at 8:30am each Tuesday and Thursday. We do not accept early arrivals as our teachers are preparing their classrooms for the day. Your child will only be released to parents/guardians or persons listed on the Registration Form under Authorized Pick-Up. Proof of identity may be required.

Hours of Operation- FBC Playschool is available to parents from 8:30am-2:45pm on Tuesdays and Thursdays. The FBC Playschool year begins on the Tuesday following Labor Day each year and ends the week prior to Mineola ISD. The program follows the Mineola ISD (MISD) school schedule for holidays. A copy of this schedule will be provided to you.

Late Pick Up – If you find that you are going to be late picking up your child, please notify the Director as soon as possible. If repeated late pick-ups occur, you may be assessed a Late pick up fee of \$1 per minute.

Inclement Weather – in the event of bad weather, you will receive a text, email or Remind notification from your child’s teacher/director notifying you of the cancellation or late start. It will also be posted on our Facebook page.

Clothes – Washable, everyday play clothes that are easy for the child to remove and put back on are best for Playschool as well as tennis shoes or other soft soled shoes. Please keep a change of clothes in your child’s backpack for emergencies and/or accidents. Please label all coats, sweaters, hats, etc. with your child’s name. We cannot be responsible for lost items.

Potty-Training – 2 year olds should be working on potty-training before the start of school. 3 & 4 year olds should be potty-trained before the start of school.

Backpack – Please send a backpack large enough to fit a regular size folder.

Water bottle – Please send a water bottle or sippy cup with water with your child each day. We will use these throughout the day and when we are playing outside. Be sure to label with your child’s name.

Food – We will provide a mid-day snack, but each child will need to bring a lunch. The lunch needs to be something easily manipulated by your child, and be ready to eat. Our teachers do not have time to heat a lunch for each child in the class.

Rest/Nap time – Your child’s class will have a rest/nap time following lunch. Please send a mat for your child to rest on and a blanket if needed. Your child may also bring a security item, if needed, for rest time.

Personal Toys – Please do not allow your child to bring personal toys to school as they may become misplaced or broken. Your child may, however, bring a security item for nap/rest time.

Birthdays - You are welcome to send a treat for the class to celebrate your child’s birthday. Cookies, brownies, and small cupcakes are all good examples of birthday treats.

Discipline - Discipline must be:

1. Individual and consistent for each child.
2. Appropriate to the child’s level understanding: and
3. Directed toward the child acceptable behavior and self-control.

A care giver 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
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.

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet, training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.

5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed: and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Dismissal – FBC Playschool reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences, becomes a harm to other children or the staff, or if fees have not been paid.

Tuition and Fees – **Please Note** – Tuition is not adjusted due to absence, holidays, family trips, or school closings. The yearly rate is broken up into monthly payments for your convenience. Some months may not have as many Playschool days as others and some months have more Playschool days than others. Tuition equals out to a cost of approximately \$25 per Playschool day.

Tuition is due by the 10th of each month of enrollment. A late charge of \$25 will be added when tuition/fee is past due.

List of Fees:

Registration fee:	\$25	Non-refundable – due at time of registration with form
Supply Fee	\$50	Non-refundable – due with September tuition
Tuition	\$190	Non-refundable – due by the 10 th of each month
Additional Child (sibling)	\$175	Non-refundable – due by the 10 th of each month
Returned check fee	\$25	
Late Tuition:	\$25	
Late Pick-up	\$1 per minute	

Withdrawal – Two weeks’ notice is required for withdrawal. If you are withdrawing your child mid-month, the tuition paid is non-refundable.