





FIRST BAPTIST  
DAY SCHOOL

Memphis

2009-2010

Parent Handbook

# Table of Contents

Our Church Staff Welcomes You.....	4
Purpose.....	4
2009-10 Holiday Schedule.....	5
Hours of Operation .....	6
Building Access.....	7
Admission Requirements.....	8
Daily Schedule.....	9
Waiting List.....	11
Fees and Payments.....	12
Automatic Payment.....	15
Returned Check Fees.....	15
Receipts & Tax Credits.....	15
Withdrawal.....	16
What to Bring.....	17
How to prepare.....	18
Arrival and Departures.....	19
Snacks, Meals, and Rest.....	21
Potty Training.....	22
Discipline.....	22
Program and Curriculum.....	23
Visiting and Conferences.....	24
Room Parent.....	24
Illness.....	25
Suspected Child Abuse.....	26
Insurance.....	26
Inclement Weather.....	26
Note from Director.....	27

# Our Church Welcomes You

Senior Pastor - Rev. Dr. David Breckenridge

Associate Pastor - Rev. Dr. Carol Richardson

Minister to Families - Rev. Richard Wright

Minister to Music - Rev. Ray Hatton

First Baptist Day School Coordinator -  
Iva Lou Flowers

Director of First Baptist Day School -  
Holly Grissom

Assistant Director of First Baptist Day School - Jennifer  
Robins

First Baptist Day School Director of Finance - Reagan  
Hixson

## Purpose

The First Baptist Day School exists as a ministry of the church to provide quality education and care for infants, toddlers and preschoolers by helping them reach appropriate developmental milestones in a safe and nurturing environment.

## 2009-2010 Holiday Schedule

August 3	First day of School
August 13	Open House
September 7	Labor Day
November 25-27	Thanksgiving
Dec 21-Jan 1	Christmas Holidays
January 4	Spring semester
January 18	Martin Luther King Jr Day
March 29-April 2	Spring Break
Week of May 3	Parent Conferences
May 28	Last Day of school
May 31	Memorial Day
May 31-June 4	Summer Break
June 7	Summer Session
July 5	Fourth of July
Aug. 2-6	Summer Break
August 9, 2010	First Day of School

\*Policies and Dates are subject to change at  
The Program's discretion.

## Hours of Operation

Monday - Friday

9:00 a.m. until 3:00 p.m.

Early arrival: 7:30 - 9:00

Aftercare: 3:00 - 5:30

Children may not be dropped off before 9:00 a.m. unless enrolled for early arrival. All children must be picked up no later than 3:00 p.m., unless enrolled in extended care. There will be a late pickup charge. Parents who do not pick up their child at the designated time will pay \$10.00 for each 10 minute increment they are late. Payment is required before the child can return to school. Early arrival will be held from 7:30-9:00 a.m. After care will be held from 3:00-5:30 p.m. Drop-ins are welcome on a first come first serve basis provided there is an available space. We must adhere to the acceptable teacher/student ratio. Please fill out drop-in request form in the office. Fees will be applied to your next bill. Please make every effort to have your child here at school by 9:00 a.m. No child will be able to enter the classroom after 10:00 a.m. without permission from director. The children participate in a planned curriculum; late arrivals may disrupt the classroom and the other children.

## Building Access

In order to better serve you and to safeguard your child, we have implemented a card system. Cards will be issued on the first day that your child attends. Parents may only gain access to the facility during FBDS operating hours, 7:30a.m. to 5:30 p.m. Your card will only work five minutes before or after your child's scheduled time. PLEASE keep your card with you at all pick up and drop off times.

Each family will receive two cards at no cost to them. In the event that a card becomes lost or stolen the parents must replace the card at a cost of \$40.00. We encourage all parents to keep track of their cards because lost cards may result in someone with bad intentions gaining access to the building. Please contact us immediately upon discovering your card lost or stolen so that we may deactivate it and issue you a new one. Also, we would ask that parents be mindful of holding the door open for others. Please do not do so unless you recognize that parent. This system's success depends on everyone doing their part to keep the children of the FBDS safe. Please contact the office at 458-8212 if you have any questions.

## Building Access

### How to Use Your Card...

Simply, place your card in front of the Card Reader, located below the buzzer, until the light turns green and enter through the right hand door.

## Admission Requirements

1. The parent must complete an enrollment form and sign the permission slip for emergency medical care on the child's first day.
2. Each child must have a current immunization record on file at the church before attending and every one under three must have a current physical examination.
3. Payment for registration and supplies must be paid upon enrollment.

**Ages of Children:** We accept children ages 10 weeks through 4-year old pre-kindergarten.

## Daily Schedule

Preschoolers learn by doing, by repetition, by imitating, by making choices, by using their senses and by pretending. Working and playing in our activity centers allow them to be happy, well rounded learners.

Our basic schedule for the day includes:

Free Choice/Center Time - children choose where to work and play

Group Time - includes storytelling, sharing time, singing, drama and readiness activities

Snack Time - allows children to take turns being helpers and serving each other snacks

Outdoor Play - our playground provides opportunities for running, jumping, climbing, sliding, and playing ball as children develop physical coordination and gross motor skills

Lunch Time - is a happy time of conversation as we eat and practice good table manners

Nap Time - is filled with calm music to help the children rest and relax

Afternoons - includes snack, outdoor play, stories, games and free-choice activities.

## Daily Schedule Cont.

Our program includes a daily Bible story and a weekly chapel service based on Christian principals. Children attend our library twice a month and enjoy story time with our librarian.

Extra activities offered to the children at no extra cost to the parents include; Kindermusik, Spanish class. An interactive computer class is optional for 2's, 3's and 4's at an additional cost to the parents.

Each classroom has its' own schedule that is center-based and age appropriate. The class schedule is posted outside the classroom. Snack is provided according to each classroom's individual schedule. Every child is offered a form of quiet rest during times that are appropriate for their age group.

## Waiting List

Children will be enrolled according to availability based on room capacity and teacher to child ratios. Some will be able to register and enroll immediately while others have the option of being placed on the waiting list. There is a \$50.00 waiting list fee that will be applied to the registration fee when a spot becomes available and the child is enrolled. This fee is non-refundable and does not guarantee your child a spot at any time. The child will remain on the waiting list for 12 months. Parents are responsible for renewing their status and/or updating any contact information. May is graduation time for our students that will be entering kindergarten the following fall. Students will move up to the next room at the beginning of the fall semester in August.

Priority enrollment is given to church members, staff and to siblings of children already in the program, according to age of the child. All other parents are placed on the list in the order that their waiting list application and fee were received. We encourage each parent and child to visit their classroom prior to enrollment. This will allow for a better relationship between the family and our program.

## Fees and Payments

Due to the fact that we offer infant care and bill monthly, we may mimic a daycare, however, we are a pre-school and are structured as such. For example, the cost for a child of pre-school age to attend five days a week from 7:30 a.m. to 3:00 p.m., for one semester is \$2,650.00. Because we are a church and realize that many families cannot afford to pay this amount in one full payment, we have divided this amount into five monthly payments. There are two semesters per school year and our summer program is a separate eight week session. Many preschools offer this payment option with an added finance charge. We at First Baptist Church do not charge this fee to the families who have chosen to educate their small children in our program.

We will be offering those willing to pay for the full semester in one payment a 5% discount on their tuition for that semester. The FBDS offers a family discount. Families with more than one child attending will receive a 5% discount off the tuition of the least expensive child. Only one discount per family will be given regardless of the number of children attending.

## Fees and Payments Cont.

Our goal is to offer approximately 200 attending days per school year (August through May). However, it does seem to depend on how certain holidays fall on a particular calendar year. Our summer program is a separate eight week session.

Due to strict state guidelines and licensing, we are required to employ staff based on the number of children in each class. Therefore, we are unable to refund or credit any tuition for days that your child is absent for any reason including illness.

There is an annual registration fee of \$125. This fee registers your child for the fall and spring semesters (August through May). Summer registration is separate and will incur a separate fee that will register your child for our eight week summer session.

There is a \$50.00 supply fee per semester, \$60.00 for Pre K. Parents will be billed in August and January for these fees. The summer session registration and supply fee is \$60.00 and should be paid upon registration.

A monthly statement will be sent out each month via e-mail for tuition due the following month. Payment is due by the 5<sup>th</sup> even if an e-mail error occurs. All payments should either be mailed in or placed in the drop box located on the office door. We accept the following form of payments: check, money orders or bank drafts. No cash please.

## Fees and Payments Cont.

Tuition is due on the first of each month. There will be a five day grace period. Any tuition or fees not paid by the fifth will incur a \$25.00 late payment fee. All monies including the late fee must be rendered by the 10<sup>th</sup> of the month in order for your child to remain enrolled in our program. Parents that have not paid by the 10<sup>th</sup> will not be allowed to bring their child back until all tuition has been paid. Those parents are to report to the office first to pay, before taking their child to their room. We will only allow two late payments per semester. The third late payment may result in immediate dismissal from the program. There will be a late pick up charge. Parents who do not pick up their children at the designated time (3:00) (5:30) will pay \$10.00 for each ten minute increment that they are late. The charge will be on the next bill. Habitual tardiness may result in removal from the program.

## Automatic Payment

The FBDS offers an automatic payment program. Parents may sign up for it at any time. The program is called Tuition Express and works in conjunction with the current software that we use for billing. Your tuition payment will be withdrawn from your checking or savings account on the 5<sup>th</sup> day of each month. If the 5<sup>th</sup> lands on a weekend day, your payment will be processed on the following Monday. Parents may also pay registration fees using this method.

## Returned Check Policy

There will be a \$20.00 fee charged for the first returned check. Fees must be paid whether or not your child attends. The second check returned will be charged a \$30.00 fee and the third a \$40.00 charge. After three returned checks, payments will only be accepted in the form of money orders and bank drafts. Returned checks are subject to be collected through legal means if necessary.

## Receipts for Tuition & Tax Credit

Any parent participating in a pre-tax plan may request a signed receipt at any time. Please see the office for any receipts that may be needed. Parents will receive a tax statement in January for income tax reporting. Many may qualify for a tax credit under provisions of the Federal Tax Reform Bill of 1976.

## Withdrawals and Schedule changes

A written two-week notice must be given to the director if you plan to withdraw your child from the program during the session. If proper notice is not given, you will be charged for that month's tuition. No refunds will be given for pre-payment. We MUST receive two week's notice prior to your child's withdrawal, so we can fill the vacant spot. Children who withdraw and then want to re-enter the program must fill out a waiting list form and wait for the next available opening. Parents sign up for a specific schedule upon registration. If a change is needed, parents must communicate this to the Director and complete a Schedule Change Request Form. Changes may be granted only if there is an available spot in the classroom. If a change is needed before the session begins or if a parent needs to lessen the days that their child attends, the Director must be contacted prior to the 15th of the month of the desired change. Failure to do so will require that parents be responsible for the full payment for the following month, so that the Director has the opportunity to fill the spot vacated.

## What to Bring

- \* All items should be labeled with your child's name or initials including diapers, bottles and their caps and pacifiers.
- \* All children need a healthy lunch (finger food for those who feed themselves), a blanket, a crib sheet and a 2" mat for rest time. Younger children need cups with lids and a bib.
- \* Infants, toddlers and potty trainers should bring 2 changes of clothes, including socks (& underwear for trainers). Preschoolers will need one complete change of clothing. All clothing should be appropriate for the season, placed in a plastic zip-loc bag and labeled with your child's name.
- \* Do not send gum, candy or money from home unless requested by a teacher for class party or project.
- \* Personal toys are not permitted. Toys brought from home may cause a disruption and create distractions. They may get lost or broken. We cannot be responsible for toys brought from home. Occasionally a teacher will ask parents to send curriculum related items.

## How to prepare

A new environment can be scary for any child. The following are some guidelines to make it a smooth transition: 1. Only speak in a positive manner about his/her new school. 2. Bring your child in for a visit before their start date and converse with them about what they saw or who they met on their visit. Talk about exciting elements of the classroom or playground. Talk about their teachers and refer to them by name and frequently so that your child can be familiar with them. 3. Each classroom has a daily schedule that your teacher will provide you. You will also receive a monthly calendar with their lesson plan and activities listed. Talk with your child about the things coming up that you feel will be of particular interest to them. 4. Start out on the right foot and plan ahead so that they do not feel rushed or hurried. Provide them with a nutritious breakfast. 5. Keep a positive attitude about your choice in child care, your child can sense any apprehension or anxiety you may have about your preschool decision. 6. A quick drop off is always best, a lingering parent may confuse a child. Always say goodbye and never sneak out. Your child's teacher is there to calm any separation anxieties.

## Arrival and Departures

When picking up and dropping off your child, parents may park in any of the marked spaces on the church property. There is never a time when it is okay to park under the porte-cochere. This is strictly a safety policy and protects children entering and leaving the building. Also, do not park alongside the building, it can be difficult for others who parked in the spaces to back out if you are blocking their exit.

1. Please bring in all valuables during drop off or pick up time. First Baptist Church cannot be responsible for any items stolen or damaged.
2. Upon arrival, all children must be accompanied to their room by an adult. The adult **must** sign the child in on the form provided by their teacher. **This is a DHS Regulation.**
3. First Baptist cannot be responsible for a child who has not been properly released to their teacher.
4. Upon the child's departure, the adult must come to the child's room and sign the child out on the provided form.

## Arrival and Departures Cont'd

5. Should the parent need someone who is **not** listed on the child's enrollment form to pick up the child, the parent must:
  - a) Call the director, giving the name of the person and time the child will be picked up.
  - b) Instruct the person to check in with Office upon arrival. They must present a picture I.D.
  - c) The teacher will greet them at the door where they will be instructed to sign the child out and receive any information to be sent home for the day.
6. Remember; please make every effort to send your child **ON TIME**. Many curriculum related activities take place before lunch. Late arrivals cause a distraction and can be disconcerting to classmates. Tardy children may have trouble getting into the daily routine.

## Snack, Meals, and Rest

Children require healthy food to focus and learn. Highly processed, sugary foods and ones with large amounts of color hinder that process.

- ❖ A healthy snack will be provided for children daily.
- ❖ Each child must bring a lunch and drink in a thermos. Please label the lunch box and thermos with your child's name. Please provide hot/cold packs if needed.
- ❖ Do not send foods that require extra preparation. Your child's lunch should be ready to eat. Finger foods are best.
- ❖ Lunches should be healthy and appealing.
- ❖ High - sugar foods, "fast foods", and sodas will not be allowed and will be sent home.
- ❖ Children will need to eat breakfast before they come to the center.
- ❖ Meal times are served family style; children will help with the table setting and clean-up.
- ❖ Meal times are great opportunities to work on table manners, and to learn all about healthy eating habits.
- ❖ Parents of infants must provide formula and or breast milk.
- ❖ Formula will be heated in a crock pot to insure safe temperature.

## Potty Training

The key to potty training is consistency. Each child is different and requires different techniques that work for that child.

The staff at FBDS will work with each family to meet the child's specific needs. We will keep close communication with you during this important learning process. Accidents that occur are handled by the child cleaning up him/her and his/her clothes, this teaches them responsibility. Children having an accident one or more times per week are not considered completely potty trained and should not be sent in underwear.

### Discipline

FBDS staff uses positive reinforcement as a form of behavior management. This includes praise for good behavior, obeying rules, etc. Rules set in each classroom will be age appropriate and enforced on a consistent basis. When inappropriate behavior is constant, children over 24 months will be placed in time - out. The duration of time-out is conclusive to their age (i.e. 2 years old 2 minutes, 4 years old 4 minutes). There will be no physical punishment administered, this is against DHS regulations. FBDS does retain a bullying policy and will administer at our own digression.

## Program and Curriculum

Here at FBDS we believe the best way for young learners to learn is by hands on experience and interacting with their environment. Teachers will encourage several skills such as social, language, and cognitive skills. Our curriculum is theme based, and centers around learning stations that let them explore all on their own. Each week is a new theme with new topics to learn. The topics teach the children about number concepts, language skills, writing and letter recognition and Christian values. The learning stations will include art, books, puzzles, blocks, dramatic play and music.

We have many exciting programs here at FBDS this year. We have our curriculum, High Reach Learning. HighReach Learning is committed to creating high-quality; developmentally appropriate learning materials that allow teachers to easily facilitate a creative, integrated, hands-on learning experience for the whole child. Our goal as a program is to enhance the development of readiness skills, encourage a love for learning, and promote family involvement in the learning process. As we mentioned before we have Spanish, Music, Chapel, Library and Computer classes added to our program.

## Visiting and Conferences

We invite you to visit us whenever you like. The best time for visits is in the morning during our activity times. You are always welcome to join us for meals, story time or activity times. Any special events going on in the classroom are an open invitation.

Parent and Teacher conferences are scheduled once a year. This gives the teacher an opportunity to share with you all information concerning your child throughout the year. Conferences also give the parent time to share important ideas they have for the program.

## Room Parent

Each class will have one or more designated parent who will serve as Room Parent. Their duties will include: organizing classroom parties, assisting with teacher luncheons and helping teachers with any special projects or field trips as needed. The parents who have volunteered for this position will also make up the FBDS Parent Committee. They will meet once a semester and discuss ways to enrich our program.

## Illness

In compliance with Department of Human Services and to help protect your child, children with these symptoms can not be brought to the center:

- ❖ Temperatures over 100 degrees
- ❖ Diarrhea or vomiting in the last 24 hours
- ❖ Any undiagnosed rash
- ❖ Sore or discharging eyes, ears, and nose

If your child becomes sick at the center, the staff will make every effort to contact you. If we can not contact you we will then call the contact you have on your emergency contact list. Sick children must be picked within the hour of the sick call.

This is because any contagious children must be isolated from all other children. Children must be free from symptoms for 24 hours before returning to center. Some contagious illnesses (such as pink eye, ring worm, strep throat etc...) will require proof of treatment to return to center. If your child needs to be given medicine while at school, our staff can administer medication if a Medicine form is filled out on each medication, and the medicine and the form must be turned in to the center office each morning. No medicine should be left in child's bag.

## Suspected Child Abuse

Child protective services requires any individual or organization having knowledge or suspicion of suspected child abuse or neglect to report to a law enforcement official or agency.

## Insurance

In the event medical attention is required while your child is at school your personal health care plan must provide primary benefits. Any coverage provided by First Baptist Church will be secondary in line of payment after all available coverage is exhausted.

## Inclement Weather

We will follow the Memphis City School's schedule for inclement weather. Snow days will not be made up and tuition will not be reimbursed for days. When the city schools are closed for bad weather (snow and/or ice), we will be closed also. When there is a code orange or heat advisory all children will stay indoors for all activities. In the event the Memphis City Schools are not in session, closings will be under the discretion of the director.

## Note from the Director...

## Notes

Dear Parents,

The staff and I are very excited about the opportunity to work with your child here at First Baptist Day School.

Our mission is to educate children ages 10 weeks through 4 years in a challenging, loving environment which empowers them to become efficient, independent excited learners. We consistently provide students with a strong foundation of academic and social skills, high ethical standards and a positive attitude towards school.

My staff and I look forward to meeting and working with you and your child. Please contact the school if you have any questions.

Sincerely,

Holly Grissom  
First Baptist Day School Director