

FIRST BAPTIST  
CHURCH  
PRESCHOOL

SCHOOL YEAR  
2016 - 2017

**First Baptist Church Preschool  
317 South Ward Street  
P. O. Box 99  
Senatobia, MS 38668  
662-562-0543**

- Preschool=s Purpose: To provide a Christian atmosphere, along with a safe and loving environment where children can learn.
- Scope of Service: Two, Three, and Four-year old preschool program along with an optional lunch and extended care program.
- Philosophy: Children should be provided a safe and loving environment where Christian ideals are taught, along with academics.
- Religious Affiliation: Baptist
- Director: Jan Miles, 662-562-0543  
In case of director=s absence, Lynda Coleman or April Wallace will act as director.
- Preschool Hours: Children may be dropped off after 7:30 a.m. The Preschool operates from 7:30 - 11:30 a.m. An optional extended session is available from 11:30 a.m. - 5:30 p.m., for an additional fee. An Early Bird drop off option is available for those who need to drop off between 7 & 7:30 a.m.

A school calendar in this handbook states the school holidays and other days that the preschool will be closed. FBC Preschool follows the Senatobia City School District school closings. Because of inclement weather or any other reason that the Senatobia City School District closes, we will be closed also.

FBC Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational or admissions policies.

All personal belongings should be labeled with the child=s name. This includes hats, sweaters, coats, backpack, toys or any other belongings. Each child will be provided with a hook on which to hang his or her belongings.

#### DISCIPLINE POLICY (3 and 4 year olds):

Corporal punishment is not allowed under any circumstances.

First offense: remind of rule

Second offense: place in timeout for 3 or 4 minutes, depending on age of child

Third offense: loss of some recess time, place in timeout for 3 or 4 minutes

Fourth offense: place in director=s timeout for 3 or 4 minutes, loss of additional recess time.

Fifth offense: letter home to parents

#### DISCIPLINE POLICY (2 year olds):

Corporal punishment is not allowed under any circumstances.

Children will be redirected to other activities. Problems with biting, hitting, or other uncontrollable disruptive behavior will be discussed with parents.

#### Rules:

1. Obey the teachers the first time.
2. Be kind to others.
3. Take care of toys and classroom.

#### TRANSPORTATION:

On field trips or excursions, children will ride in seat belts or car seats as governed by the age of the child. Permission will be required before field trips will take place. On field trips, parents will drive their own vehicles and will transport only the amount of children and adults as appropriate car seats and seatbelts are provided.

#### PHOTOGRAPHING OF CHILDREN:

Children will be photographed for submission to the newspaper only after permission from the parents.

## SCHOOL CLOSINGS:

FBC Preschool follows the Senatobia City School District school closings. Because of inclement weather or any other reason that the Senatobia City School District closes, we will be closed also.

## REGISTRATION:

Registration for the following school year will take place in the spring. Priority will be given to First Baptist Church members, children already enrolled in FBC Preschool, siblings of children already enrolled, and siblings of alumni of the preschool. All other applications will be taken on a first come, first served basis. Acceptance into FBC Preschool is not confirmed until registration fee has been paid.

## TUITION:

Tuition is based on a yearly fee, which may be broken down into nine equal installments from August through April. You may also pay for longer periods of time if you like. Payers for the full year of tuition at the beginning of the year will receive a discounted fee. Another option is to post-date checks for each month and leave that with the preschool to be deposited on the first of each month. If you do this, please place your checks in an envelope and mark the check with your child's name and the month the payment is for. Payments should be made no later than the 15<sup>th</sup> of each month. **A \$10 late fee will be added to all payments received after the 15<sup>th</sup> of each month. In the event that tuition fees have not been paid by the end of the current month, your child will not be permitted to return to school until required tuition has been paid.**

**In addition, you may not leave your child for extended care the next month until all extended care charges for the previous month have been paid.**

Notices for tuition will **not** be sent home each month, if you do not use extended care. You will already know what the monthly installment is, so there is no need to remind you. If you leave your child for extended care during a month, we will send an invoice home at the first of the next month in your child's backpack showing charges for extended care the previous month.

**Graduating 4-year-olds= tuition must be paid in full before student can participate in the Graduation Ceremony.**

## EXTENDED CARE FEES:

You may sign your child up to stay for Extended Care each day. Please call us if you decide to leave your child for extended care and did not sign them up when you checked your child in. **Please call us by 10:30 a.m. if you sign your child to stay for extended care and then your plan changes. This will save us the cost of preparing a lunch for your preschooler. If you do not call by 10:30 a.m., we will charge you for the lunch cost of \$1.50 even if your child does not stay.** You will be charged an additional amount if you leave your child past the time you signed up for. **If you pick your child up past 5:30 p.m., you will be charged \$1.00 extra for each minute past 5:30 p.m.** We will be patient if a few minutes late pick up occurs on a very rare occasion. If you know you will be late, please make arrangements for someone else to pick up your child. If you are late to pick up your child, please expect to be charged as stated in our fee structure for extended care. If your payment for extended care is not paid at the end of the current month, you may not leave your child for extended care during the upcoming month.

## INSURANCE:

Personal injury insurance is provided for all children.  
Liability insurance is provided by the church.

## REASONS AND PROCEDURES FOR DISMISSAL OF CHILDREN FROM FBC PRESCHOOL:

1. Endangering self or others.
2. Immunization record not up to date. (This is a requirement from the Mississippi State Department of Health.)
3. Child=s consistent refusal to follow school rules.
4. Inappropriate behavior that leads to disruption of classroom.
5. Non-payment of tuition.
6. For any reason determined by FBC Preschool to be in the best interests of the preschool and/or the child.

FBC Preschool will give three warnings for compliance prior to dismissal. A 30-day prior notice is required to withdraw child from the preschool.

## SCHOLARSHIPS:

We understand that the expense of preschool may be a strain on a family's budget; therefore we are committed to helping eligible families reduce the cost through scholarships. First Baptist Preschool offers four scholarships for ½ tuition based on income eligibility and/or special financial circumstances. Scholarships shall not cover extended care or Early Bird expenses. Please see the FBC Preschool Director to pick up a scholarship application form.

## ARRIVAL AND DEPARTURE PROCEDURES:

For inside drop-off option, parents should enter the parking lot from the North side of the building and park in the parking lot close to the North entrance to the children's wing. You will need to walk your child into the building and to his or her classroom. Each child will be assigned in by signing the book provided. When you pick up your child, you will need to walk in and sign out. On pretty weather days, your child may be dismissed from the playground. Be certain to sign your name and time for signing in and out.

If you want to use the Drive-Through option, you must enter on the south side of the church and drive around past the playground on the left. Your stop for the drop-off will be under the covered walkway just past the playground. A teacher will be there to help your child from your vehicle on the left side. The teacher will hand you a sign-in form for you to mark Time in, your name, and check what time you will pick up your child that day. After dropping off your child, please exit the parking lot by going to the far north exit lane that you will see as you leave the drop-off point. The drive-through drop off ends at 8 a.m.

We encourage regular attendance for your child and that your child be on time. Children who are consistently late do not get the benefit of the educational activities that are provided early in the day. One goal of our teachers is to prepare your child for entering kindergarten. This is very difficult if children miss many important activities because of tardiness or irregular attendance. We also encourage parents to not linger long at drop off time as it prolongs children's anxiety at drop off. Also it decreases time for teachers to use in educational activities, etc.

**Children will be released to persons other than their parents only when the preschool has written authorization from the parents. If someone other than the child=s parents will be picking up your child, please notify your child=s teacher in writing. If the person trying to pick up your child is not on your list of people allowed to pick up, we will not release your child. No exceptions will be made.**

All children must be picked up from the morning sessions no later than 11:30 a.m. All children must be picked up from the afternoon session no later than 12:30, 3:30, or 5:30 p.m (depending on the pick-up time you checked on your sign-in form). We will call responsible persons listed on the child=s emergency list to pick up child, in the event that no one picks him or her up.

#### HEALTH/EMERGENCY PROCEDURES:

Children must bring written authorization from parent allowing teachers to administer medications. Medicine must be in a labeled container with instructions for administering and instructions for storage.

Head Lice: Please let us know if your child contracts head lice. We need to alert other parents to be on the lookout for lice. We will send a child home immediately if we find head lice at school. We will ask that you treat your child=s hair with the lice medicated shampoo before returning to school and that the child is free from nits and eggs before returning to school. We also recommend that you treat your child=s hair again in seven days, according to the instructions on the medication, to prevent re-infestation.

#### DO NOT BRING YOUR CHILD TO SCHOOL IF HE/SHE HAS THE FOLLOWING CONDITIONS:

**FEVER:** Defined as 100 degrees or higher taken under the arm, 101 taken orally, or 102 taken rectally.

**DIARRHEA:** Frequent (3 or more episodes in a 24-hour period) runny, watery, or bloody stools.

**VOMITING:** Two or more times in a 24-hour period.

**RASH:** Body rash with a fever.

**SORE THROAT:** Sore throat with fever and swollen glands

**SEVERE COUGHING:** The child gets red or blue in the face or makes high-pitched sound after coughing.

**EYE DISCHARGE:** Thick mucus or pus draining from the eye.

JAUNDICE: Yellow eyes and skin  
IRRITABILITY: Continuous irritability and crying.

If you pick up an older sick child from elementary school, please respect the health of our preschoolers by **not** bringing the older sick child into the preschool. We take every precaution to prevent the spread of additional illnesses among our preschool children.

#### CHILDREN REQUIRING A SPECIAL DIET

A child requiring a special diet due to medical reasons, allergic reactions, or religious beliefs, shall be provided meals and snacks in accordance with the child=s needs. If medical reasons exist for the special diet, a **medical prescription** from the child=s physician stating that the special diet is medically necessary is required. The preschool may request the parent to supplement food served by the preschool. Please see director for information required for dietary modifications.

#### PARTIES AND SPECIAL OCCASIONS

Parties and special party type events will not be held more than once a month. We love to have birthday celebrations for your children, but we will have only one birthday party a month which will be for all the preschoolers with birthdays that month in a particular classroom.

Any foods brought to the facility by parents should be Astore-bought@ and not Ahome-cooked@. It is suggested that a plain Astore-bought@ cake be served. Another preferred option for birthday parties is to serve the mini-sized frosted cupcakes instead of the large cupcakes. Other items may include ice cream, fresh fruit, cheese and crackers, and party favors such as stickers, books, toothbrushes, crayons, etc. Please do your part to help us have a healthy nutrition environment for your child.

Nutrition and feeding practices for children strongly affect the development and long-term health of the child. Proper nutritional care during the early years is essential for intellectual, social, emotional, and physical growth. It is our desire to do our best to provide a healthy environment for your child.



## HANDWASHING AND HEALTH HYGIENE

Please teach your child the importance of having clean hands; how to wash his/her hands; and to cover their coughs and sneezes. Most of our communicable illnesses can be reduced if these good habits are used.

## CHILD ABUSE:

First Baptist Church Preschool staff is required by law to report any cases of suspected child abuse to the appropriate authorities.

## SMOKING:

Smoking is prohibited on all school grounds.

## EXTENDED CARE:

Optional program is offered after regular preschool hours are over. Hours are from 11:30 a.m. until 5:30 p.m. Occasionally, we will NOT have extended care sessions on special event days. Specific dates will be given out during the school year for these days.

## POLICY FOR EMERGENCY MEDICAL TREATMENT

1. Authorization from parent or responsible person is on file for each child to seek emergency treatment.
2. Director will be notified as quickly as possible. If child can be moved, he/she will be brought to the Director=s room. If it is not safe to move the child, a teacher will notify the Director to come to child.
3. The child=s parents will be called immediately, if not a life-threatening injury. Child=s safety will be provided for first, and parents called as quickly as possible.
4. Medical assistance from child=s physician will be sought unless Emergency Room help is indicated.

## EVACUATION PLAN

If the preschool building must be evacuated, the children will be moved to the First Baptist Church Family Life Center, located to the east of the church building. If evacuation off the grounds of the church is necessary, children will be transported in teachers= vehicles and the church bus if necessary. The first choice and nearest off church grounds evacuation location is the Senatobia Public Library at 222 South Ward Street, Senatobia. If evacuation further away is necessary, we will evacuate to First Baptist Church, 465 Central Avenue, Coldwater, MS. A note will be put on the First Baptist Preschool doors stating where we have relocated and the parents will be notified by phone as time permits.

## General Daily Activity Schedule

(Each morning class may have some variability from this general schedule)

7:00 - 7:30	Early Bird Program
7:30 - 8:00	Arrival of children
8:00 - 8:30	Indoor free play (craft time)
8:30 - 9:00	Opening of Day (prayer, pledge, introduction of new studies, review of past studies, etc...)
9:00 - 9:15	Snack Time
9:15 - 9:30	Bathroom Break
9:30 - 9:45	Art
9:45 - 10:15	Free Play (outdoors if weather permits)
10:15 - 10:45	Group learning time
10:45 - 11:15	Book time or active learning
11:15 - 11:30	Bathroom Break
11:30	First Dismissal - Preschool
11:30 - 12:00	Lunch
12:00-12:30	Bathroom Break & Clean Up
	Free Play – (outdoors, gym, or playroom)
12:30	First Dismissal – Extended Care
12:30 – 1:00	Down for Naps
2:30 - 3:00	Up from Naps
	Bathroom Break & Snack Time
3:00 – 3:30	Free Play (outdoors if weather permits)
3:30	Second Dismissal – Extended Care
3:30 – 4:00	Free play/Directed activities (indoors, outdoors, gym, or playroom)
4:00 – 4:15	Snack time
4:15 - 4:30	Bathroom Break
4:30 – 5:30	Free Play
5:30	Third Dismissal - Extended Care

Daily Menu  
Week #1

Monday:

Snack- Cereal  
Milk & Water  
Lunch- Peanut Butter & Jelly  
On Wheat  
Bananas  
English Peas  
Milk & water  
Snack- Fruit Muffin  
Milk & Water  
Snack - Animal Crackers  
Orange Juice & Water

Tuesday:

Snack - Cereal  
Raisins  
Water  
Lunch- Macaroni & Cheese  
W/extra cheese  
Green Beans  
Mandarin Oranges  
Milk & water  
Snack - Cheese Crackers  
Orange Juice & water  
Snack - Vanilla Wafers  
W/peanut butter  
Water

Wednesday:

Snack - Crackers  
Pineapple Chunks  
Water  
Lunch - Baked Chicken Strips  
Pear Slices  
Baked Beans  
Milk & water  
Snack - Graham crackers  
Milk & Water  
Snack - Raisin Bread  
Orange Juice

Thursday:

Snack- Cheese crackers  
Milk & Water  
Lunch- Beef Burger on  
Whole Wheat Slider bun  
Whole-Kernel Corn  
Peaches  
Milk & water  
Snack- Cereal  
Raisins  
Water  
Snack - Vanilla Wafers  
With peanut butter  
Water

Friday:

Snack - Peanut butter & crackers  
Water  
Lunch- Cheese Pizza  
Apple Sauce  
Carrot sticks with low-fat dressing  
Milk & water  
Snack- Graham crackers  
Mandarin Oranges  
Water  
Snack - Cereal  
Milk & Water

Daily Menu  
Week #2

Monday:

Snack - Cheese crackers  
Milk & Water  
Lunch – Ham Sandwiches  
Apple Slices  
Hashbrown potatoes  
Milk & water  
Snack - Peanut Butter & Crackers  
Water  
Snack - Raisin Bread  
Orange Juice & Water

Tuesday:

Snack - Apple Slices  
w/Peanut butter  
Water  
Lunch- Meat Sauce over  
Wheat Noodles  
Peas & Carrots  
Mandarin Oranges  
Milk & water  
Snack - Cereal  
Pineapple Chunks  
Water  
Snack - Cereal  
Milk & Water

Wednesday:

Snack - Fruit Muffins  
Milk & Water  
Lunch-Baked Pork Cutlet  
Pineapple Chunks  
Baked Beans  
Milk & water  
Snack-Graham crackers  
W/peanut butter  
Water  
Snack -Animal Crackers  
Apple Juice & Water

Thursday:

Snack- Cereal  
Milk & Water  
Lunch- Cheese on Wheat Toast  
Cucumbers/Carrot Slices  
w/Low-fat Dressing  
Fruit Cocktail  
Milk & water  
Snack- Cheese Crackers  
Milk & Water  
Snack - Cereal  
Orange Juice & Water

Friday:

Snack- Vanilla Wafers  
w/Peanut butter  
Water  
Lunch- Baked Fish Squares  
Mashed Potatoes  
Peaches  
Milk & water  
Snack- Fruit Muffins  
Milk & Water  
Snack - Raisin Bread  
Orange Juice

First Baptist Church Preschool  
 School Calendar  
 2015 - 2016

August	3-7 9 10	Kids Kamp (Optional) - \$30 per day Meet The Teacher Day - 1 -2 p.m. First full day of school
September	7	*Labor Day
October	12-13 21 - Tentative	*Fall Break Cedar Hills Farm
November	10  23-27	Goodies with Grands (Grandparents Day)  *Thanksgiving break
December	8 - Tentative 14-18 18  21-31	Teddy Bear Clinic - 9-11 a.m. Christmas parties Last Day before Christmas Break No Extended Care *Christmas break
January	1 4 18	*New Year Holiday Students return to school *King holiday
February	8-12 15	Valentine parties *Presidents Day Holiday
March	7-11 25	*Spring break *Good Friday Holiday
May	TBA 12 13 16-20, 23-25	Spring Fling Party 2 & 3 year olds last day of school 4K Graduation - 8:30 AM Kids Kamp (Optional) \$30 per day

**\*Children do not come to school.**