

Faith Family Fellowship Preschool



“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.” Luke 18:16

Dear Parents,

Welcome to Faith Family Fellowship Preschool. We consider you a part of our family and we are excited that you have chosen our school. The staff at Faith Family Fellowship Preschool looks forward to joining with you as we partner together to form a foundation of education that is rooted in The Lord.

It is our hope that the *Early Childhood Handbook* will equip you and your child with the necessary information in order to have a *bright beginning* at school. Please take time to carefully review the handbook. Once you have reviewed the handbook it is necessary for you to sign the handbook verification indicating that you have received, reviewed and understood the information. This verification will be kept in your child's file. We ask that the completed statement be received in the director's office within the first week of school.

If you have any questions please do not hesitate to call the school office at 626-6338.

Sincerely in Christ,

Mrs. Angela Weissgerber
Preschool Director

Faith Family Fellowship Preschool
Bright Beginnings Preschool Handbook
K1-K4

Angela Weissgerber,
Director

Rev. David Stevens,
Administrator

Our Philosophy:

The staff at Faith Family Preschool as well as the pastors and staff of Faith Family Fellowship believe that foundations are important. Our program is designed to partner with you as parents in providing a foundation that will teach your children at an early age that they are loved by God, created by God, and that they have a purpose that is God led. The Preschool staff, curriculum, and values all intertwine to provide a supportive, secure, and accepting atmosphere for each child.

Mission Statement:

To partner with you as parents to raise children who have a heart for Christ, as well as prepare them for success in future education.

Faith Family Preschool Policies:

The following policies have been established by Faith Family Fellowship.

Faith Family Fellowship admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the Preschool. FFP does not discriminate on the basis of race, color, national, and ethnic origin in the administration of the educational policies.

Requirements:

All admission forms for preschool entrance must be filled out completely and turned in before the first day of school.

Age:

A child must be 15 months by September 1 to enroll in our one-year program.

A child must be two by September 1 to enroll in our two-year old program.

A child must be three by September 1 to enroll in our three-year old program.

A child must be four by September 1 to enroll in our four-year old program.

Time:

Our teaching day begins at 8:00 a.m. Our doors open at 7:30 a.m. It is very important that you get your child to school on time because our teaching lesson begins promptly and you don't want your little one to miss anything. K1 parents will need to park and walk your child to their classroom. K2-K4 parents you may walk your child into their classroom for the first two weeks of school only. After that we strongly encourage if you have a child in K2-K4 you to let our staff escort your child to their classroom. This is part of the readiness and process thinking of responsibility in young children to come into school on their own. They feel so confident and happy when they begin to do this. Also, the separation anxiety is not as stressful on the child, parent, and class. The north door to the preschool building will be locked after 8:00 a.m. for security. If you arrive to school later than 8:00 you must walk your child to their classroom and ring the bell to be let in the building.

Carline will begin in the morning at 7:30 when our main door will be open. You may not park in the carline circle and take your child into their classroom. If you are going to walk your child to class you must park in the parking lot.

Carline will begin in the afternoon at 2:45 and will go through 3:10. K1 parents you must come into the building to pick your child up. You may not park in the carline circle and come into the building. If you are going to come pick your child up before 2:45 you must park in the parking lot and come in to get your child. At 3:10 all children that have not been picked up will be dismissed and escorted by their teacher to our aftercare room.

Dress Code:

Children must wear closed toed shoes with Velcro or slip on closures. Their play clothes must be comfortable and easy for them to handle by themselves (ex. elastic waisted shorts/pants). Please do not let them wear any outfit that you will be upset if it is messed up. Learning can be fun and messy! Your child is at school to have a good time and they can't do that if they are worried about messing up their clothes.

Personal Item:

All Jackets, sweaters, coats, backpacks, lunches etc. should be clearly labeled with the child's name. Young children can easily misplace as well as forget what is theirs. We also have children with allergies so please make sure all Sippy cups are labeled with your child's name.

Backpacks:

Each child needs to bring a full-size backpack to school each day.

Folders:

Each child will have a folder to bring home daily. Please take the time to go over the work and/or projects your child brings home in their folder. This will promote a good exchange of communication about his/her school experience. This is also a link between you and your child's teacher. Your child folder will be our way to communicate with memos, notes or letters to inform you of upcoming activities.

Immunizations:

We must have your child's current blue card before your child may attend school.

Medication:

You must complete a medication form before we can administer any medication to your child. Your child's medication should be in the original container in a Ziploc bag, labeled with the child's name. ALL medication must be kept in the director's office.

Illness:

Please do not send your child to school sick. The following are the conditions that would make it necessary to keep your child home from school:

Fever (99+) - Your child must be fever free for 24 hours without the use of medication before returning to school.

A. *Diarrhea* – Your child must be diarrhea free for 24 hours without the use of medication before returning to school.

B. *Upset Stomach* – Your child must be free of nausea, vomiting, and cramping for 24 hours before returning to school.

C. *Runny or stuffy nose* – Your child must have no excessive discharge, whether clear or not, for 48 hours without the use of medication before returning to school. If you pick your child up from school because of an illness then they may not come to school the following day even if they “look” well the next morning.

A child may return to school if he or she has been on antibiotics for at least **24 hours** and is well enough to participate in all activities. Please remember that your child may be ill and not necessarily have a fever. Other signs to look for illnesses are: decreased appetite, flushed appearance, paleness, or headache.

If your child becomes sick at school you will be called and expected to come pick up your child immediately. If your child should need any medication please complete a *Parent Permission for Administration of Medication* form. Children are not permitted to have medication with them at any time.

Snack and Lunch:

You are to provide your child a snack and a drink each day for mid-morning snack time. We encourage you to send nutritious snacks such as fruit, crackers, granola bars, cheese, juice, or milk. Carbonated drinks, drinks with red dye, or candy are not allowed.

It is helpful to your child if you differentiate between snack and lunch by packing them in separate bags within the lunch box and labeled S for snack or L for lunch.

Nap:

K1-K4 will have \ naptime every day from 12:30 until 2:30. You will need to provide a nap mat and a blanket for your child. We do have nap mats that can be purchased from the school.

Birthdays:

Birthdays are very special days for preschoolers. Psalm 139:14 says, "I praise you because I am fearfully and wonderfully made." Please make arrangements with your child's teacher in advance if you would like to send cookies or cupcakes on your child's special day. This is not to be considered a party.

Field Trips:

Due to strict seatbelt restrictions for toddlers we will not have fieldtrips off campus. We will have special day that will bring the field trip to them (petting zoo, police and fire truck etc.). Parents will be notified before these days take place.

Curriculum:

In our K2, K3, and K4 we use the A Beka Curriculum which combines phonics, math, and exciting units and themes for the children. The K4 Bible curriculum is the Holy Bible presented through age appropriate lessons from Standard Publishing and A Beka. All classed will have bible daily.

Music, Library, P. E. and Art are enrichment classes that will be integrated into you child's weekly curriculum.

Supplies:

You will receive a supply list before the start of the school year. Please provide a complete change of clothes that is kept at the school in a labeled Ziploc bag in case of accidents.

Discipline:

We use redirection and timeout as discipline procedures. In extreme circumstances children are taken to the director's office for a brief period. Corporal punishment is not allowed at our Preschool.

Biting:

Biting will NOT be tolerated. The first time your child bites he/she will be sent to the director's office and you will be notified. The next time, the child will be withdrawn from our preschool. This is for the safety of all our children. Please make us aware if your child has been known to bite, and we can work to make sure that it doesn't happen.

Room Mother:

Please notify your child's teacher if you would like to be a room mother. They will assist the teacher with special activities, parties, and field trips. We want all of our moms, dads, and grandparents to be a big part of their child's preschool experience.

Volunteers:

We encourage parents to volunteer in our Preschool at anytime. We can always use people to help run copies, cut out and laminate material, help with library or other special activities.

Early Morning Care:

The door for early morning care will be opened at 7:10. We ask that you please feed your child breakfast before bringing them to school. Due to allergies that our children have on the hallway they will not be permitted to eat during early morning drop off. You may only drop your child off at that time if your child is enrolled in our Early Morning Care Program. You must bring your child in, their will not be carline available. The cost for this program is \$30.00 a month and that will be billed with your monthly tuition. A 30 day written notice must be given to withdrawal your child from Early Morning Care. Fees must be paid with your monthly tuition for your child to remain in this program.

After School Care:

Our goal is to provide a safe, quality program with experiences that complement the home and school. After Care is a non-structured program with outside and free play that allows the children to interact with their friends. After Care begins at 3:15 and children must be picked up by 6:00p.m. Registration forms are available in your enrollment packet or in the director's office. A light snack and drink is provided for children staying in our aftercare program. If your child has a allergy that requires special attention we ask that you provide an appropriate snack for them. You will be charged \$5.00 for every additional 15 minutes you are late that will be added to your monthly tuition statement. Fees must be paid with your monthly tuition for your child to remain in this program.

Payments and Fees:

Tuition is due on the first of the month and considered late on the 10th. A \$30.00 late fee will be added to your account after the 10th of the month. If an account becomes 60 days past due you must meet with the director. Your child may not return to school until your account becomes current or arrangements have been made through the director.

All tuition/fees should be paid by check, cash or money order. If we receive two NSF checks on your account you must pay by cash or money order. Enrollment fees are non-refundable.

Withdrawal Notice:

A 30 day written notice is necessary to withdraw a child from the program. As stated in the financial contract any student that withdraws before the end of the semester will be charged for the full semester costs (half of the annual tuition). A 30 day written notice is necessary to withdraw your child before the end of the first semester.

Fire Drills / Tornado Drills

Drills will be held at various times during the school year. Directions and exits are posted in the classroom. Should the alarm sound, teachers and students are instructed to exit accordingly in a quiet, orderly manner.

Statement of Faith:

The following beliefs are foundational to the operations of Faith Family Fellowship Preschool.

We believe the Bible to be the inspired, the only, the infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost and sinful man.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.