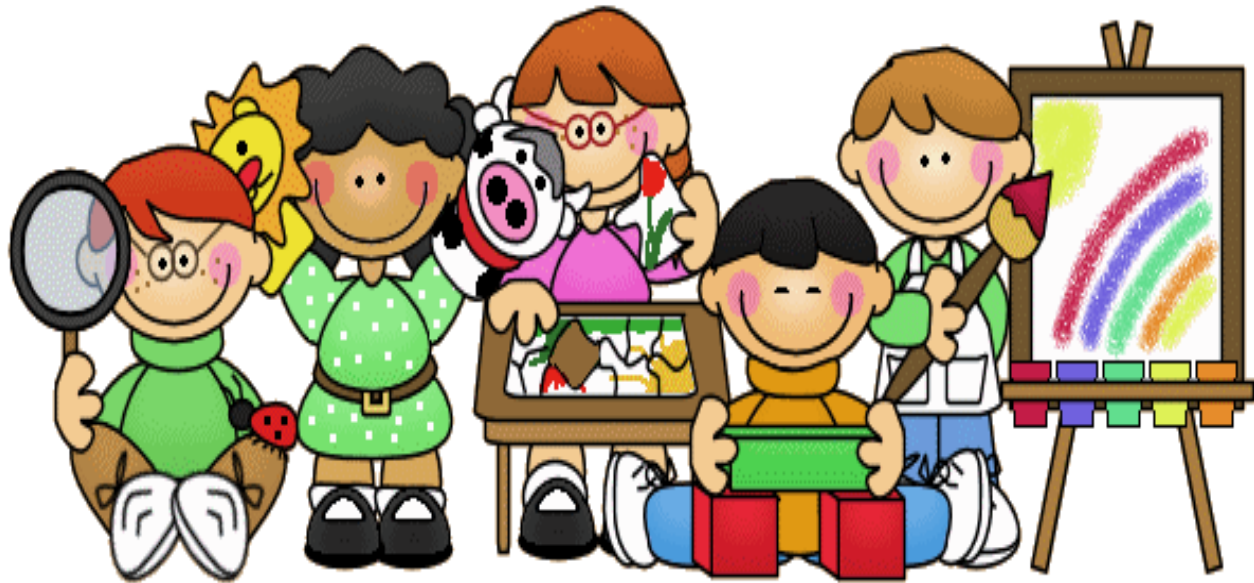


FIRST BAPTIST CHURCH

Learning Center

Explore my world...Expand my mind...Experience
Jesus... Watch me GROW!



2018-2019 Parent and Student Handbook

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We are delighted to welcome you and your family as part of the First Baptist Church Learning Center program. It is our desire that your child's experiences here be delightful and that you feel confident that your child is loved and well cared during their time at the center.

We, the staff at First Baptist Church Learning Center, understand the gift of babies and children and take seriously God's call to care for and demonstrate His love to these precious children. As you read through this handbook and become acquainted with our program and policies, our prayer is that it becomes apparent just how much we love children and desire their safety and security while they experience Christ's amazing love.

Key Scriptures

We believe the Bible is God's Word and provides the wisdom and instruction needed for our daily lives. The following verses were instrumental in the developing of the Learning Center's Vision and Mission.

“He said to them, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth; anyone who will not receive the kingdom of God like a child will not enter it.’ And He took the children in His arms, put His hands on them, and blessed them.”
Mark 10:14-16

“Train up a child in the way he should go: and when he is old, he will not depart from it.”
Proverbs 22:6

“And Jesus increased in wisdom and stature, and in favor with God and man.”
Luke 2:52

Mission Statement

Explore my World...Expand My Mind...Experience Jesus
...Watch me GROW!

Vision Statement

The vision of the Learning Center at First Baptist Church is to work with families to enhance the development of young children, to provide support while working in partnership with like-minded organizations in our community, and to develop the best practices for teaching and ministering to young children and families. This vision will continue to guide our program's growth and development and includes, but is not limited to the following items that the Learning Center seeks to make available.

For our students- A safe and secure environment that promotes a healthy, age-appropriate development of each child, including hands-on interactive experiences that guide and encourage growth in six areas...social, physical, intellectual (cognitive), communication, emotional, and spiritual (SPICES.)

- A belief and understanding that each child learns in unique ways and develops at different intervals. Our program seeks to provide each child/classroom with an experience that is individualized to their needs in regards to classroom activities and structure.

- A classroom experience where play guides learning with a developmentally appropriate curriculum that utilizes child-centered teaching practices and support services.

- A trained staff that love and encourage each child and works diligently to help each child reach his/her full potential.

- A preschool/kindergarten experience where every child experiences God's love and is communicated His Truth through study of the Bible, God's Word.

- A plethora of resources to enrich each child, from The Learning Center director, teachers, its partnering organizations and First Baptist Church.

- A commitment to excellence and continued development from the Learning Center, its staff, its leadership council, and First Baptist Church.

For our families- An opportunity to partner with The Learning Center staff to develop the whole child, understanding that parents and family are the primary and on-going teachers of their children.

- Continual assessments and communication with parents concerning the development of the child.

- Opportunities to enhance the Learning Center's curriculum by sharing traditions, culture, occupation, etc. with the children at the Learning Center.

- A variety of opportunities to build relationships and community with other families for fellowship and support.

For our staff- A belief that the best staff maintains the priorities of faith, family and work. We desire for our teachers to have the opportunity to strengthen and develop their faith, be available to care for their families and to continue to develop their skills as a teacher.

- A working environment where the input of staff is valued.

- A commitment from the Learning Center to support professional development by supplying quality training, materials and membership services.

For our community- A program committed to excellence within our community which is available to all young children regardless of race, religion, ethnicity or cultural background.

- An opportunity to share...community helpers, partnerships with other organizations who serve young children and families, the arts, other resources and services that will enhance curriculum and encourage the development of young children.

- An opportunity to be served...The Learning Center seeks to teach young children an appreciation for their community and to provide them opportunities to serve within it.

Our Responsibilities

Program Goals

The Learning Center's main goal is for each child to feel loved and secure. In addition, we will work to ensure that each child will:

- Experience the loving care of adults who are committed to the emotional and physical well-being of all children.
- Become aware that each person is worthy of God's love and the love of other human beings.
- Learn about emotions and feelings.
- Become aware that each person is responsible for showing kindness and respect to others.
- Develop an ability to communicate with teachers and peers.
- Have opportunities for experimentation with arts and crafts materials.
- Observe and experiment with plants, animals, weather, temperature, and the world around them.
- Develop an awareness of music as sound, rhythm and communication/expression.
- Develop an awareness of letters, reading and writing.
- Develop a growing concept of the relationship of numbers, time, space, and form.

Admission Policies

Mother's Day Out Program:

All children age 12 months (by August 1) may register by filling out the First Baptist Church Learning Center registration packet. These children are offered a program that will fit their respective needs according to their age group. One year old classes are offered two days a week, from 9 am until 12 noon. Children age 2 years (by August 1) may register by filling out the First Baptist Church Learning Center registration packet. These children can look forward to a fun program full of projects and daily lessons to further their development. Classes are offered two days per week, either Monday and Wednesday or Tuesday and Thursday, from 9 am until 12 noon.**

Preschool Program

All children ages 3 and 4 years (by August 1) can register by filling out the First Baptist Church Learning Center registration packet. These children must be toilet-trained before starting the program. The program will be geared toward each child's specific developmental level. The general curriculum will include creative playtime, fun projects, social activities, and other tasks readying them for kindergarten. We offer both a 2 day and 4 day class option. These students meet from 9 am until 2 pm.**

Kindergarten Program

All children age 5 years (by August 1) can apply for the kindergarten program by filling out the First Baptist Church Learning Center Kindergarten registration packet. All children must be toilet-trained before starting the program. Children desiring to enroll in kindergarten will be scheduled for an assessment date before school begins. Our rigorous program will include creative playtime, fun projects, social activities, along side the Christian-based, Abeka Book curriculum which includes art, gross motor, fine motor, music, and social sciences. Classes meet Monday through Thursday 9am until 2pm.**

****All preschool and kindergarten programs are accredited through Advanc-ED (SACS).**

Learning Center Staff-Child Ratios

First Baptist Church Learning Center will always meet state staff/child ratios. We will strive to have even lower ratios as we know this is of benefit to our children.

<u>Classroom / Age Group</u>	<u>KY Requirement</u>	<u>Our Requirement</u>
Mother's Day Out – 1 year old	1:6	1:4
Mother's Day Out – 2 year old	1:10	1:5
Preschool Program – 3 year old	1:12	1:10
Preschool Program – 4 year old	1:14	1:10
Kindergarten Program-5 year old	1:15	1:12

Holiday Schedule

First Baptist Church Learning Center will operate from early September until late May. Our center follows the Madison County Public Schools schedule of holidays which includes but is not limited to the following:

Fall Break	New Year's Day
Wednesday Before &	Martin Luther King Jr. Day
Thanksgiving Day	Presidents' Day
Christmas Break	Spring Break
	Primary Election Day

Hours of operation

Mother's Day Out – 1&2 year olds	9 am – 12 pm
Preschool – 3&4 year olds	9 am – 2 pm
Kindergarten – 5 year olds	9 am – 2 pm

Inclement Weather Policy

In the event of inclement weather, please be advised that we follow Madison County Public School delays and closings. *If Madison Co. public schools are closed the Learning Center is closed as well.* You may call the church office at (859)623-4028 ext. 500 or check the church website by logging onto www.firstbaptistnet.com. Please be aware that the make-up of inclement weather days is at the discretion of the Learning Center Director and Council.

Health Policies

It is imperative that you inform staff of any allergies: food, stings, medications, etc., or any medical condition pertaining to your child. This will assist us in being better prepared to handle any emergencies that may arise. Illness spreads very rapidly at school. Please, **do NOT** bring children to the Learning Center if they have experienced any of the following **within 24 hours**:

*A temperature: 99 or above

Fever Guidelines

A child must be fever free for 24 hours without the use of fever reducing medications, for example Tylenol or Motrin before returning to school. Last dose of fever reducer was given at 8pm on Sunday. Child is not eligible to return to school until Tuesday.

*Experienced vomiting or diarrhea

*Difficult or rapid breathing

*Discharge from eyes or red eyes

*Head lice, until 24 hours after treatment

*Strep throat, until 24 hours after treatment and fever is gone

*Chicken Pox, until all sores have dried and no fever present (see fever guidelines)

*Any rash or skin lesion that blisters or festers

*Signs of sickness such as fatigue, sore throat, runny nose, cough, or cold

Symptoms

If a student becomes ill during the day, the parent/guardian will be contacted immediately. In serious cases, the child will be taken to the hospital of choice by ambulance or emergency vehicle for treatment, and the parents will be called as soon as possible. For the protection of the children and First Baptist Church Learning Center, decisions will be made that err on the side of caution. In the event a parent/guardian cannot be contacted within two (2) attempts, the emergency contact(s) provided on the Financial Agreement Form will be notified. Should a child become ill during the school day they will be escorted to the Director's office receiving one-on-one attention to ensure that individual needs are met, and to reduce the spread of infection/illness. The child will remain with the Director until a parent/guardian or an authorized adult arrives. All sick policies are subject to the director's discretion.

Medication

If your child needs to receive medication during school hours, please fill out the “Permission to Administer Medication” form. These forms are available from the director. **NO** medication will be given to your child without written permission. Medication must be in the original bottle and properly labeled. These will be kept in the Director’s office in a locked cabinet. No medications are allowed in the classroom at anytime. **Medication** may be given to a child only with a written daily request from a parent or guardian. **Sunscreen needs to be applied at home before school.** The “Permission to Administer Medication” authorization form must be renewed with any new medication. After administering the medication the Director will initial the form and indicating the time and amount of medication given. Please remember to pick up your child’s medication at the end of the day.

Disaster Procedures and Emergency Drills

Emergency drills will occur monthly. Evacuation routes are posted in all classrooms.

In the event of a fire emergency, teachers are instructed to lead their class of children to one of the posted emergency exits. It is the teacher’s responsibility to account for all children at the designated meeting area. The teachers are instructed, in advance, to walk the children to this area and to keep the children as far away from the building as possible. If the outside weather is life threatening, all children and staff will be taken by church vehicles to:

Unity Baptist Church, 1290 Barnes Mill Road, Richmond, Kentucky.

In the event of a tornado disaster emergency, teachers are instructed to take their children to the basement in the youth area. The children will then assume the disaster position, covering their heads with their hands. Once the “all clear” has been given by the Local Emergency Information System (LEIS)/ Emergency Alert System (EAS), the children will be walked back to their classrooms by the teachers.

Should an earthquake occur while your child is at the Learning Center they will assume the disaster position in an interior hallway. The children will remain in this position until the “all clear” has been received from the LEIS/EAS.

-In the event of any other man made or natural disaster as instructed by CSEPP; faculty, staff, and students at First Baptist Church Learning Center will participate in “Shelter In Place Policies”. All students, staff and faculty will be moved to a safe classroom and will remain there until an “all clear” is received from CSEPP. If instructed by emergency officials everyone will be transported by church vehicles to:

The Lexington Center 430 West Vine St. Lexington KY 40507 (859)233-4567

Discipline

First Baptist Church Learning Center is dedicated to modeling and reinforcing good, appropriate behavior. Redirection and positive reinforcement are two methods of discipline that will be used. Teachers will communicate to parents any recurring or alarming behavior problems. There will not be any corporal or physical discipline used at First Baptist Church Learning Center. Please feel free to discuss discipline concerns with the staff at any time. Should a child demonstrate dangerous behavior (i.e. behavior that causes physical harm to

another student, adult or self) First Baptist Church Learning Center with the cooperation of the Learning Center Council will do the following:

- 1) First offense - the teacher will discuss the child's behavior with the director and child's parents to gain insight into the cause for the behavior and to develop an appropriate solution.
- 2) Second offense – the director, classroom teachers and parent(s) will meet together to discuss behavior concerns and develop an implementation plan for behavior improvement.
- 3) Third offense – the child will be dismissed from the program.

Parental Involvement / Visitation

We have an open-door policy. Parents are welcome to visit our program at any time! Parent presence in the classroom should be in the best interest of the child. Children often need time to adjust to their new teachers and surroundings. As children become accustomed to the routine of school, it becomes easier for a parent to come and go without disrupting the classroom.

At least one parent/guardian is **required** to attend a scheduled orientation meeting **before** the school year begins. Important information and additional literature will be given at this meeting. **No student** will be allowed to start the program until a parent/guardian has met this requirement.

Conferences will be held at least once during the school year and at other times as needed to discuss progress, accomplishments, and concerns. Communication between the caregiver and parent is encouraged. By working together, we can design a program that will provide for the individual needs of each child.

Field Trips

Written permission will be required from a child's parent/caregiver before he/she may participate in a given outing. All parents will be notified at least one week prior to the field trip through a permission slip. This permission slip will clearly state the purpose of the trip, location, time, and date. All parents who have completed volunteer packets are welcome and encouraged to attend class field trips. If you do not wish your child to participate in an off-campus activity you are asked to give us 48 hour notice so alternative arrangements can be made for your child. Anyone transporting a student must supply the First Baptist Church Learning Center with a copy of his/her "proof of insurance" card, possess a valid license, and have the appropriate safety restraints for young children. No child will be transported by another parent without a signed/notarized form from the child's parent/guardian. This form is available from the director upon request.

Many of our field trips will be "In House" and/or on Friday's when class is not in session. Permission slips will still be collected as a way to keep count of the number of children attending. Parents have full responsibility for transporting their child to and from any field trip location.

Records

The Learning Center will maintain all records as mandated by the State of Kentucky. All forms will be managed through the First Baptist Church Learning Center Director. For further clarification, please see the information provided in the “Parent Responsibilities” section (page 9) of this handbook.

Picture / Video Permission

We ask all parents’ permission to have their child’s photograph or video taken for use in the yearbook or classroom videos. This permission is found in the Statement of Agreement and Financial Commitment form contained in the enrollment packet. No pictures will be used for publicity or on the internet.

Weapons policy

We believe it is important, for the safety of your children, that we establish a clear Weapons Policy that specifically addresses weapons in our school and on our premises. First Baptist Church Learning Center expressly prohibits all persons who enter FBC Learning Center property from carrying a handgun, firearm or prohibited weapon of any kind (concealed or otherwise), regardless of whether the person is licensed or otherwise authorized to carry the weapon.

This applies to all persons, including, but not limited to, parents, guardians, children, relatives, guests, contractors, invitees, and volunteers. The only exception to this policy will be law enforcement personnel who are at First Baptist Church Learning Center on official business and acting in an official capacity at the time.

Abuse policy

The Learning Center and its employees are required by law to report any suspected cases of child abuse. As a staff we are required to actively use first hand reporting made by initial observance of child abuse or neglect. Along with reporting child abuse or neglect we shall also include the reporting of persons who appear to be impaired by drugs or alcohol. We will make all reasonable efforts to keep a child from getting in a vehicle with any person under the influence of drugs or alcohol. If a child is picked up by any person believed by us to be under the influence of drugs or alcohol, the local law enforcement center will be contacted.

All suspected cases of child abuse shall be reported to The Cabinet for Health and Family Services at (859) 245-5258.

Any employee suspected of abuse or neglect, will be reported first hand to the Division of Regulated Child Care and Social Services. A staff member suspected of child abuse will be asked to leave the center immediately and will be placed on a paid leave of absence until the completion of investigation and the teacher has been declared innocent.

**Please understand that we take this responsibility of protecting children very seriously.*

Parent Responsibilities

Enrollment Fees

A registration fee of \$110(ones-fours)/\$130 (kindergarten) is required for the first child of each family. A sibling discount for students within the same family is available. The second and third sibling's registration fee will be reduced to \$75. All additional registration fees will be waived after the third student. Registration fees cover snack and cleaning supplies for the year. There is a supply fee of \$50 for all three and four year old students. Kindergarten students have a supply fee of \$75. Supply fees cover the cost of assessment tools, workbooks, and enrichment tools needed for preschool and kindergarten. Registration fees are collected at the time of enrollment. Supply fees are collected on or before August 1st of each school year. A child is not officially enrolled until the registration fee has been received by the director. *These fees are non-refundable.*

Tuition and Late Fees

Tuition for the Learning Center is a yearly charge. Parents/guardians are given several payment options including: monthly, bi-yearly or yearly. Those who have chosen to pay monthly are required to have tuition paid **by the 1st of the month.** After the **8th** there will be an additional **\$25** late fee assessed and, an additional **\$10** for each week thereafter. If tuitions and fees are not paid at the end of two weeks, the child will be unable to return until the parent/guardian takes the initiative to make specific arrangements for payment. There will be a **\$25** fee for all returned checks. If you choose to pay bi-yearly payments are due on September 8th and January 8th. The yearly payment is due by September 8th. Kindergarten program starts in August.

Toddler Mother's Day Out =	\$900 per year or \$100 per month
2 year old Mother's Day Out =	\$1350 per year or \$150 per month
3 and 4 year old Two Day =	\$1800 per year or \$200 per month
3 and 4 year old Four Day =	\$2925 per year or \$325 per month
Kindergarten Program=	\$3400 per year or \$340 per month

The Learning Center offers a family discount of \$50/month off the second siblings enrolled in 4 day programs, and \$25/month for those in 2 day.

Late Pick Up Fees

Children are to be picked up promptly at the end of their scheduled class period. Should there be an emergency, a phone call is expected. Picking up a child after their scheduled end time will result in a **late fee of \$1 per minute.** Parents will be informed by written notice within two days of incident along with amount due. **This fine must be paid in full 2 school days after notice has been given; otherwise the child will be unable to return to the program until payment has been received by the Director.**

Withdrawal Policy

Enrollment for the First Baptist Church Learning Center is for the entire school year (September thru May); therefore, full tuition charges are due in the event of voluntary withdrawal or

involuntary dismissal of any child. The parent/guardian's signature on the *Statement of Agreement and Financial Commitments* is a contractual agreement to these terms.

The only exceptions to this policy are: when voluntary withdrawal occurs because the family has been relocated 40+ miles from Richmond, or in the case of severe illness within the immediate family. The program director must be notified in writing 30 days prior to the date of withdrawal for the Learning Center Council's approval. After the director has received the request and the council has met the family will be notified by mail of its decision. In the case that the Learning Center Council grants the withdrawal no farther payment will be required. Request denied by the council will include a notice of the remaining charges on the account. These charges are due upon receipt of the decision in order to avoid additional collection fees.

Absence Policy - Mother's Day Out and Preschool

Regular attendance and maintaining a schedule is important for your child to benefit fully from our program. If your child is sick, please notify the Director at the First Baptist Church Learning Center at 623-4028 x-211.

If you know that your child will be absent, or tardy please inform their teacher in advance. By doing so, the teacher is better able to assist your child through these transitions.

Absence Policy- Kindergarten

As an accredited program, attendance at the kindergarten level is mandatory. Your student must be present in the classroom the number of days mandated by the state of Kentucky. All absences must be reported to the student's teacher **and** director in writing. Please have doctors' excuses available upon the student's return to school. Only three (3) parent excuses will be allowed per term. Tardiness is considered as a partial absence and will be counted toward a student's absence total. Unexcused absence will be counted as truancy.

Arrival and Departure Procedures

Students' safety and security is the highest priority of the Learning Center. When dropping off and picking up your child, you will be required to follow our admittance and release procedures. These procedures have been implemented for the safety and well being of your child. Staff has no authority to vary from the established procedures. Your assistance and cooperation in following these requirements is greatly appreciated and will always be in the best interest of your child.

1. Children will be allowed to check-in 15 minutes prior to the start of the school day. (No earlier than 8:45am.) This allows teachers ample time to ready their classrooms for the school day.
2. Your child must be checked in by a parent, guardian, or alternate person as designated on the registration form. This can be done either using the drop off service provided or by escorting your child to the check-in desk in the morning. You must obtain a check-in sticker upon entering the preschool wing, place it on your child's back, and then walk your child to their classroom.

3. At the Learning Center we believe that it is important that parents and teachers have daily interaction. To encourage this relationship we require that each child be checked out at the front desk by an authorized adult. Parents/guardians will be given a slip of paper at check-out that will be taken to the child's classroom teacher. This is a safety procedure as well as an organized way to monitor the release of the students. Once you pick your child up from their classroom you accept full responsibility for the supervision and safety of your child. Please keep your child with you at this time. Children are not permitted to go into other classrooms, run unsupervised through the facility, or to leave the building alone.
4. Your child will not be allowed to leave our facility unless accompanied by a person listed on the child's Statement of Agreement and Financial Commitment form. The person picking up the child must be able to provide a picture ID upon request.
5. Children are to be picked up at the end of the class period. If your child is not picked up at the required time, a late fee of \$1 per minute will be assessed. If there is an emergency, a phone call is expected.
6. In the event of divorce, separation, or other court-appointed custodial change, the First Baptist Church Learning Center Director must have a notarized copy of the court order on file to withhold a child from a parent/guardian.

Outdoor Play

Children will go outside every day, weather permitting (temperatures over 40 degrees F. and under 94 degree F.) Dress your child appropriately to enjoy God's beautiful world. Sandals and flip flops are **not safe** for playing during this time. Hats, gloves and jackets are necessary on colder days. Parents should apply sunscreen to their children prior to school if necessary.

Labeling of Personal Items

Please mark all personal property (clothing, jackets, blankets, sheets, bags, medication or other items) with your child's name. Diapers and wipes are to be provided by parents. It is recommended that your child wear washable play clothes for school activities. **Parents are required to include in their child's backpack an extra set of "season appropriate" labeled clothes for emergency purposes.** This extra set needs to include tops, bottoms, undergarments, and socks. *Please check with your child's teacher about their classroom policy on bringing toys from home.*

Snacks/Lunches

We are a Nut-Free Center. If your child has any food allergies, religious, or special dietary needs, please discuss this in detail with our Director prior to your child's first day. All children will be provided a mid-morning, nutritious snack and beverage.

Children enrolled in the Preschool and Kindergarten Programs will be required to bring a healthy, prepared lunch from home. **We cannot cook, heat, or refrigerate your child's lunch.** You must ensure that your child's lunch is properly packaged to maintain a safe and proper

temperature until lunch time. If you send food that needs to stay cool, such as meat, cheese or yogurt, please place an ice pack in the lunch box.

The Learning Center is regulated by the Kentucky State Guidelines for Child Care Facilities we are mandated to ensure that all children's lunches include the following **food items** and **serving sizes**:

Six fluid ounces of milk (this can be flavored, but must be milk)

One ounce of meat/beans (this is the size of a hard boiled egg or two thick slices of meat)

Two ounces of grains (two slices of bread, or five whole wheat crackers)

One cup of vegetables (this is equal to 2 cups of raw leafy vegetables such as lettuce or spinach or two medium carrots)

One cup of fruit (this is equal to 32 grapes, one large banana, or eight large strawberries)

****Please note that the above is the *minimum* required. *We encourage you to add other foods that your child may enjoy, (yogurt, fruit snacks or cheese). Preschoolers require energy from food for proper growth and basic body functions.***

Lunches will be checked by LC Staff at least one hour prior to the lunch time. If your child's lunch does not meet all nutritional requirements, the Learning Center will provide the necessary supplement from our on-hand supplies. Upon the first incident, a note will be sent home to parents indicating what nutritional requirement was left out. Upon the second incident, the staff will provide the missing requirement and the parent will be issued charges accordingly. These fees must be paid by the end of the month in which they incur. Please make sure all lunches prepared from home meet your child's individual needs and contain minimum state requirements.

Milk-\$1.50 Protein- \$2.00 Vegetable- \$1.50 Fruit- \$1.50 Grains-\$1.00

Records

In order for us to best serve your child and his/her needs, it is imperative that all records on file remain current. Any changes in address, phone number, health information, health insurance coverage, immunization records, emergency numbers, parental custody, permission to photograph/video, and child pick-up authorizations must be promptly **reported in writing** to the Director. These update forms are available through the First Baptist Church Learning Center Director. Original copies of updated health insurance cards, immunization records and birth certificates must be brought to the director and the necessary photocopies will be made at that time. If these expire at any time the director will notify the parents with a written request. If these are not provided after the director's second written attempt, the student may not return to school until the required paperwork is received.

Dismissal Policy

***The Learning Center reserves the right to terminate the enrollment of a child if it has been determined by the Learning Center Council or Director that the retention of the child in the center may prove to be detrimental to any or all involved, or if fees have not been paid.**

The Learning Center accepts applications from and admits all qualified students. The Learning Center at First Baptist Church does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, or disability.