



And Jesus grew in wisdom and stature and in favor with God and with people. Luke 2:52

Family Handbook

A ministry of First Baptist Church of Plant City

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August 2023

Welcome to First Baptist Learning Center!

Thank you for allowing us to partner with your family in your child's first years. We hope this handbook provides you with a thorough understanding of our program. We believe that every child is a precious gift from God. The development of each child is a unique and complex, God-ordained process; therefore, it is important that our early education program provide optimum learning experiences for the whole child. These experiences include opportunities for cognitive, spiritual, social/emotional, and physical growth. Educational experiences are intentionally planned to meet the developmental needs of individual children and presented in an appropriate, hands-on dynamic manner which honors God's design of children as active, curious learners.

We look forward to an exciting year together!

In His Service,

Lisa Hendricks, Director

“Now to him who is able to do far more abundantly than all that we ask or think, according to the power at work within us, to him be glory in the church and in Christ Jesus throughout all generations, forever and ever. Amen” Ephesians 3:20-21

PART 1 INTRODUCTION

Mission Statement

First Baptist Learning Center is established to support the home and extend the ministry of the church by providing faith based, age-appropriate education for preschoolers.

Philosophy Statement

As a Christian Learning Center, we are committed to instruct our children as Jesus grew intellectually, physically, spiritually, and emotionally (Luke 2:52) realizing that each child is unique and special created by God.

Through the guidance of Christ, as a unified staff working side-by-side with parents; we agree to provide our children with a loving, caring, and safe environment. We will provide age-appropriate learning experiences which will meet each child's individual needs.

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

Proverbs 22:6

Statement of Faith

We believe...

...that the Bible is the inspired Word of God.

...that man was created by God in His image.

...in the Trinity: God the Father, God the Son, and God the Holy Spirit.

...that Jesus Christ was the Incarnate Son of God, born of a virgin.

...that He shed His blood and died on the cross as the Atonement for the sins of mankind.

...that He rose again on the third day and ascended into heaven.

...that He sits on the right hand of the Father as our Advocate.

...that salvation is through faith by grace, not by works.

... that Jesus Christ must be the Lord of our life.

...in the Second Coming of Christ to take all believers home to Heaven.

Biblical Principles on the Education of Young Children

1. The education of young children is the primary responsibility of parents.
(*Deuteronomy 6:4-9; 11:18-21; Psalm 78:1-7; Psalm 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4*)
2. The education of young children is a 24-hour-per-day, 7-day-per-week process that continues from birth till maturity. (*Deuteronomy 6:7; Matthew 28:19-20*)
3. The education of young children must have as its primary goals the salvation of and discipleship of the next generation. (*Psalm 78:6-7; Matthew 28:19-20*)
4. The education of young children must be based on God's Word as absolute truth.
(*Matthew 24:35; Psalm 119*)
5. The education of young children must hold Christ as preeminent in all of life.
(*Colossians 2:3, 6-10*)
6. The education of young children must not hinder the spiritual and moral development of the next generation. (*Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17*)
7. The education of young children must be done so with utmost care to ensure that all teachers follow these principles. (*Exodus 18:21; 1 Samuel 1:27-28; 3:1-10*)
8. The education of young children results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. (*Luke 6:40*)

Accreditation

First Baptist Learning Center is accredited by the Association of Christian Schools International (ACSI), which is recognized by the State of Florida as an accrediting body for Christian schools. We are a ministry of First Baptist Church Plant City.

Staff Information

- We are a Christian Learning Center; therefore, each staff member has signed a Doctrinal Statement of Faith stating that they uphold Christian values and beliefs.
- To ensure the safety of our students, a background screening has been conducted on all teachers and staff.
- Teachers are required to meet annual in-service training hours.
- We encourage every staff member to be CPR and First Aid Certified.
- In addition, staff meetings are held monthly for continued awareness in the preschool field.
- Staff members attend ACSI Early Education Conferences annually.

PART 2 PROGRAM POLICIES

Admission Requirements

First Baptist Learning Center enrolls children who have reached the age of 2, 3, or 4 years old on or by September 1st. Children will be enrolled without regard to race, color, sex, religion, or national origin. Registration priority is given to returning students and their siblings then to children of members of First Baptist Church, Plant City, and siblings of former students. Open registration is then held for the community members. Waiting lists are maintained annually on a first come-first served basis.

Hours of Operation

6:30am-6:00pm

Preschool Morning Program

Pre-K 2	2, 3 or 5 days per week	8:30-12:00
Pre-K 3	3 or 5 days per week	8:30-12:00
VPK	Monday-Friday	8:30-12:00

Preschool Plus Extended Care

Students may attend on Holidays/Non-school days except when the center is **CLOSED**. Childcare is available before the morning program, beginning at 6:30am and after the morning program until 6:00pm.

Enrollment Policy

Registration applications are accepted on a non-discriminatory basis. A new application must be completed and submitted to the Learning Center office each year for the Fall and the Summer program. **The Registration Fee is due upon enrollment and is non-refundable and non-transferable.**

The center conforms to state law regarding school entrance age requirements. To enter a class, the child must be 2, 3, or 4 years old on or by September 1st.

Before beginning school, the following items need to be in your child's records:

- **Student Information Form with allergies profile and medical release**
- **Registration Fee (non-refundable)**
- **Tuition Payment Agreement**
- **Immunization and Physical Forms**
- **Copy of Birth Certificate**
- **VPK Certificate of Eligibility (VPK only)**

VPK

First Baptist Learning Center participates in Florida's Voluntary Pre-Kindergarten Program. VPK provides 540 hours of free, high-quality preschool for all 4-year-olds. Parents enrolling their child in VPK are responsible for complying with the attendance policy, verifying student attendance each month, and presenting their child for the state kindergarten assessment regardless of whether the child attends kindergarten in a public or non-public school. Students are expected to attend at least 80% of the program as the state will not pay for absences that exceed 20%. VPK providers have the option of dismissing children for excessive absences.

Attendance Policy

Regular attendance is strongly encouraged for the overall development of your child. Children should also be on time to benefit fully from all planned activities and curriculum and to prevent disruption to other students. If you know your child is going to be absent, please call the office. **Please note: Regular attendance in the VPK program is expected and required.**

Children with Special Needs

First Baptist Learning Center will make every reasonable effort to meet the individual, physical and educational needs of each child. The staff will collaborate with parents, doctors, and other professionals to make appropriate accommodations; however, there are limitations to services we can provide. If the Director, with the assistance of the Learning Center Board, determines the child's needs cannot be met within the structure of the program, the family will be eligible for a refund of registration.

Procedure for Identifying Special Needs

Researchers have developed norms for specific developmental milestones for each age group. These norms can assist parents and teachers in recognizing stages and milestones in a child's developmental progress. However, all children are unique and have special, individual needs. We feel that each child's development will progress within the limits God has established.

The FBLC staff receives ongoing training regarding the varying needs of the preschool child. When a student appears to need assistance beyond that which we are equipped, the following steps may be taken.

- Pray for the child and observe their strengths and abilities.
- Developmental Checklist on preceding age level and/or administer the Ages and Stages Questionnaire (ASQ)
- Parent/Teacher Conference to share concerns, set goals and make accommodations for child's success.
- Two weeks from the first meeting date, Parent/Teacher and Director will reconvene to review goals and accommodations in place and evaluate their effectiveness. If the child's needs are being met and accommodation showing progress, future meetings will be set as needed. If the child's needs are not showing progress, an attempt to alter or add new accommodation will be made and another meeting will take place in two-four weeks.
- If, after several attempts to meet the child's needs, all documentation, accommodations, and goals indicate a lack of significant progress, the parents will be guided toward other alternatives that may better meet the needs of the child.
 - Recommendation for the child to attend a Developmental Screening through the Early Childhood Council of Hillsborough County (ECC) and the Florida Diagnostic and Learning Resources System (FDLRS)
 - Referral to Inclusion Support Services of Hillsborough County
 - With parent permission, Inclusion Support Services will send someone out to observe the student in the classroom setting.
 - After observing the student, the Inclusion Support Staff will devise an Individualized Learning Plan (ILP) for the student.
 - The Inclusion Support Staff will work with the teacher and parents to accommodate the needs of the student.
- A list of additional resources can be provided to the parents. (Available in the FBLC office.)

First Baptist Learning Center has the right to dismiss a student if a child's parents are unable to adjust or comply with these routines and procedures.

Information To Be on File

To ensure the health and safety of your child, the following information is required on file:

1. Current Medical Examination Certificate
2. Current Immunizations Record-Form DH680 or Immunization Exemption
3. Student Information Form with Emergency Medical Release
4. Signed Parent Handbook Acknowledgment
5. Copy of child's birth certificate
6. Food Allergy Profile (if applicable)

All forms must be submitted BEFORE your child's first day of school. Parents are responsible for keeping them updated. Failure to submit health records by the expiration date may result in your child's dismissal until the medical requirements are met. Your child's file is kept in a secure filing cabinet in the FBLC office. These files are considered confidential and only a limited number of individuals have access to view them. Parents may request to view their child's file at any time.

Withdrawal Policy

Parents are asked to inform the Learning Center office 30 days prior to withdrawing your child. You will continue to be billed your monthly tuition unless the Learning Center office is informed of your child's withdrawal. There will be no reimbursement for partial attendance during that month.

PART 3 FIANCIAL INFORMATION

Tuition and Payment of Fees

Registration Fee: The registration fee is required to reserve a spot for your child. The registration must be paid at the time of registration. The fee is used at the beginning of the school year to cover expenses therefore it is non-refundable and non-transferable. If your child starts after the school year has begun, the registration fee will be prorated.

Tuition may be paid on a monthly or yearly basis. We offer several ways to make payments which include ACH or credit card online through the **myprocare.com app** on your smart device. If necessary, you may pay by check or money order payable to: FBLC. *No cash is accepted.* If payments are not received by the end of the month, your child will not be able to attend until the payment is made. There is a fee charged on credit card and automatic bank draft to cover the cost assessed to FBLC through Tuition Express.

Tuition Charges:

- **Monthly Payments:** Tuition should be paid on the child's first school day of each month. **The school year tuition is divided into 10 even payments. These payments are made August through May. Our costs remain constant.** If an any time financial situations arise, please come to see the Director. It is our goal to work with all families and be able to minister to your needs.
- **Yearly Payment:** The registration fee is waived for all yearly payments made at the beginning of the year.

Sibling Discounts: A 10% discount will be applied to additional siblings. The discount will be applied to the sibling(s) with the lesser tuition fee(s).

Late Pick-up Fees: Late pick-up of children will result in an additional charge of \$5 per hour after scheduled pick-up time. If your child stays until 6pm the charge will be **\$5 for every 5 minutes after 6pm.**

Returned Checks: A fee of \$25 will be assessed for each returned check. However, more than three returned checks will place the account on a money order basis.

Refunds: No refunds will be given for absences and/or holidays when the center is closed.

PART 4 OPERATIONAL INFORMATION

Calendar

A current calendar is attached and can be found online at FBCPC.com/learningcenter

Arrival and Dismissal Procedures

Check-in computers are located by the front door for parents to sign their children in and out each day. Upon enrollment, each person listed on a child's enrollment form as an authorized pick-up person will be given a unique registration code. This code will be used for initial registration on the check-in computer. After the initial registration, each authorized pick-up person will create a PIN and password that will be used each time they sign a child in and out. These codes are unique to each person and should not be shared with others.

Arrival: Parents may go through the car line to drop off their child between 8:20-8:40. (We **strongly** encourage VPK students to arrive by 8:20.) When dropping off your child, please remain in your car and an FBLC employee will get him/her out. It is helpful if you position your child's car seat on the passenger side of the car for easy access and safety. A tablet will be used for parents to sign in their child each day using their unique PIN code.

Parents that choose to walk their children into the building in the morning are encouraged to park in the side parking lot, not directly in front of the car line. Use the sidewalk and do not walk across active car lines or allow your children to do so. Computers are set up at the door to sign in your child with your unique PIN code. We recommend that parents tell their child goodbye at the class door and allow the teacher to assist with putting away their backpack items in their cubbies and direct them to a morning activity. If your child is upset when you leave, feel free to call the office later and we will be more than happy to let you know how your child is doing.

Dismissal: Dismissal begins at 12:00 in the car line. A car tag with your child's name will be provided to hang on your mirror. A FBLC employee will walk your child out to the car, but parent/guardian must buckle your child in his/her car seat. Our staff will have a tablet for you to sign your child out with your unique PIN code. Once your child is in the car, please move forward into the grassy area or parking lot to securely buckle your child. **Florida law states: Children 5 years old or younger must be secured in a federally approved child restraint system: Children 3 years old and younger must use a separate car seat or the vehicle's built-in child seat.**

When using the carlines, it is important that parents remember a few important rules:

- Follow all traffic signs on campus and drive at a safe speed.
- NEVER go around the car in front of you unless directed by a staff member.
- Children should remain seated and are not permitted to hang out the windows while the parent is driving.

Parents that choose to pick up their children from the building at noon are encouraged to park in the side parking lot, not directly in front of the car line. Parents will use the front doors to pick up their child and sign them out with their unique PIN code.

Late Arrival/Early Checkout Procedures

Carline ends at 8:40am. If you are running late and miss carline, you will need to park and walk your child into the Center. In the event you need to pick up your child early, please come to the office and you will be escorted to the classroom.

Release of Children

Children will be released only to the people listed on the student information sheet. Please notify the Center in writing if there are any changes in who will be picking up your child. Identification will then be requested from any unknown individual.

PART 5 HEALTH AND SAFETY

Emergency Procedures

To safeguard the most optimal learning environment for children, First Baptist Learning Center receives annual inspections by the State Fire Marshall, Hillsborough County Health Department, ACSI, and the Early Learning Coalition of Hillsborough County. These inspections ensure that all fire, health, and safety regulations are met and that FBLC adheres to high quality standards regarding teacher requirements, adult/child ratios, curriculum, and other administrative practices.

Procedure Details

- Emergency phone numbers are posted in the FBLC office.
- The parent/guardian provided, in writing, the names and phone numbers of people to contact if the parent/guardian cannot be reached.
- In case of an emergency, a staff member will go with the child to the emergency room and remain until a parent/guardian arrives.
- Teachers report in writing any injuries that may occur while the child attends FBLC.
- The teacher will notify the parent/guardian of any injury requiring first aid treatment.
- Teachers report serious injuries to the office immediately.
- At least one emergency drill: fire drill, shelter-in-place (lockdown) or tornado drill is practiced each month to prepare children in case of an emergency.
- Emergency evacuations plans are posted in each room.
- Report strange or unusual activities on campus.

General Safety Practices

- Background screenings are conducted on all teachers and substitutes.
- Staff are trained annually in security, in security procedures and crisis response.
- All staff members are mandated to report any suspicion of child abuse/neglect.
- Children are always supervised and appropriate child: ratios are maintained.
- Authorized pick-up information is on file and in an emergency notebook.
- If staff are not familiar with the authorized pick-up person, identification will be asked for and matched with the child's emergency sheet information.
- Teachers take attendance and monitor the number of children in their care.
- Teachers move throughout the playground to ensure adequate and appropriate supervision.
- Staff are trained in CPR, First Aid and Choke Saving/Rescue Breathing.
- Life-saving medications are the only medications stored and administered. These require written permission of parent/guardian.
- Individuals who serve food wear gloves when handling ready-to-eat food.
- Cleaning supplies are stored out of children's reach.
- Teachers fill out documentation for accidents, incidents, and health related situations. The FBLC office retains copies of accident/incident forms.

- Teachers follow universal precautions for blood-related accidents and incidents.
- Latex-free gloves are available in each room for emergencies.
- Toys are frequently checked, and broken toys are discarded.
- Playground equipment is checked daily and wiped clear of excessive water.
- Parking lot safety tips are shared with parents.

Health and Medical Requirements for Preschool

State regulations require that a physical examination form and immunization form must be current and always kept on file for each child. Your child's physician will provide these forms. The immunization form and physical exam form must be submitted upon enrollment. The immunization record must indicate a complete expiration date, and the form must be signed by the physician or authorized person. Parents are responsible for keeping these records updated. As a courtesy, the center will send a reminder when immunization or physical forms have expired. **Failure to submit Health records by the expiration date may result in your child's dismissal from the center until the medical requirements are met.**

**Some parents may opt for an immunization exemption.*

Inclement Weather

First Baptist Learning Center guideline for inclement weather in the Emergency Management Center and will be to follow Hillsborough County Schools closure policy. If HCPS is closed, FBLC will be closed. Decisions regarding hours of operation will be made as early as possible and shared with parents through texts, emails, and Facebook.

Health Policy

Each child must have a current health form with immunization history signed by a physician on file. Medical exemptions are accepted. Classroom teachers will notify parents when certain communicable diseases are present in the child's class. Parents are asked to notify the Center when your child is out with a communicable disease.

These are the steps FBLC may take when notified of a positive report of a communicable disease:

1. Notify Hillsborough County Health Department
2. Notify Parents/Staff
3. Close FBLC for cleaning.
4. Resume school once cleared by Hillsborough County Health Department.

Allergy Policy

When children are diagnosed with an allergy or there is a known allergy at the time of enrollment, the parent must provide a written note from the child's doctor. This includes food or other allergies (such as bee stings). If there is a doctor's plan for care due to the allergy, this must be provided to FBLC and must have the doctor's signature to meet licensing standards. If an Epi-pen is required, it must be in the original box with an appropriate prescription label. In the event Benadryl is to be administered, the medication amount should be written on the outside of the box or on a Ziploc bag to ensure quick dosing.

In some circumstances, a class letter may be sent home notifying parents in the classroom that a child in the class has an especially severe allergy. The letter will list the type of allergy the child has and the measures that will be taken to ensure the child's safety. We appreciate parents helping to do their part in keeping the classroom safe for all children. A list of the children with allergies will be posted in each classroom and in the office.

Medication

Whenever possible, ask your physician about prescribing medications that can be given at longer time intervals so that the dosages can be given at home. All medication must be in the original container and labeled with your child's name, instructions for administration, including the times and number of dosages with the physician's name.

It is our discretion as to whether medications will be dispensed that have not been prescribed by a doctor (aspirin, cough medicine). All non-prescription medications shall be in the original container and labeled by the parent with the child's name, and instructions for administration, including the times and amounts for dosages.

An "Authorization for Medication" slip must be completed and signed by the parent prior to the staff administering any medication. All medication will remain in a locked cabinet in the office.

Infection-Control Policy

A healthy school begins and ends at home! If your child is showing signs of illness; vomiting, fever, diarrhea, green nasal discharge, or an unexplained rash within the last 24 hours, keep them home and contact FBLC. This greatly reduces the spread of illness at school and helps ensure that your child recovers. Other examples include:

- Chicken pox
- Whooping cough
- Mumps
- Lice
- Measles
- Flu
- conjunctivas
- scabies
- Rubella
- Scarlet fever
- COVID

Upon the recommendation of the American Academy of Pediatrics, a child should not attend school with:

- Diarrhea: More than (1) abnormally loose stool
- Headache or stiff neck
- Yellow or green mucus indicating infection.
- Persistent coughing
- Difficulty or rapid breathing
- Severe itching of the body/scalp or scratching of the scalp as this may be lice or scabies.
- Pinkeye – tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus
- An infected skin patch(es) – crusty, bright, yellow, dry, or gummy areas of the skin
- Vomiting
- Sore throat or difficulty swallowing
- Unusual spots or rashes
- Yellowish skin or eyes
- A fever of 100.4 or above – the child must be free of fever for 24 hours without medication before returning to school

Also, children should not be brought to FBLC if taking a prescribed antibiotic within 24 hours – children must be on antibiotics for 24 hours before returning to school.

Unusual behaviors will be closely monitored, and parent(s) will be contacted if other symptoms develop. These behaviors include, but shall not be limited to:

- Cranky or less active behavior than usual
- Crying more than usual
- Feeling general discomfort or seeing unwell
- Loss of appetite

Children developing any symptoms that require dismissal must be picked up by the parent/guardian as soon as possible. Children will be kept in the FBLC office until the parent/guardian arrives. Children sent home for illness should not return to school the following day. Children returning with any of the previous symptoms or illnesses will be sent home immediately, which is at the discretion of the staff.

Sick children shall not return to the center until the signs and symptoms are no longer present. The center retains the right to dismiss or refuse admittance to any child if there is reasonable cause to believe he/she is infected with a communicable illness. Communicable diseases such as measles, pink eye, impetigo, hand foot mouth disease etc., shall require a doctor's written release for the child to return to the center. Please notify the center right away if your child is diagnosed as having a communicable illness.

Children returning to school following an illness or surgery are expected to be well enough to participate in the preschool routine. Remember that outdoor play is a part of our daily schedule. If children are well enough to attend school, they should be well enough to join the other children in daily outside play.

Teach your child to sneeze/cough in his or her sleeve and to wash hands often. Teach them to keep their hands away from their face. We will be teaching these behaviors and modeling them throughout the year.

Child Abuse Policy

As professionals in contact with young children and their families, we are required by law to help DCF become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance, or family counselors; as well as daycare/childcare workers, are **mandatory reporters**. It is our policy at First Baptist Learning Center to report all suspected cases of child abuse and/or neglect to DCF immediately by phone, or online reporting within 24 hours. Our school will offer full cooperation from its staff during the investigation of the reported incident.

Biting Policy

In the sensitive case of biting, there are necessary boundaries that have been established by the First Baptist Learning Center for the benefit of every child enrolled in the preschool. It is important to understand that biting is a common stage among children who are around the age of two years old. Beyond that age, it is not common. Continued biting after the age of two may be an indication that something physically, emotionally, or mentally is a source of the biting. Thus, any child who is biting will be closely monitored.

In all cases of biting, immediate first aid and comfort will be given to the child who was bitten. A report of all incidents will be made. Parents will be required to sign the document and return to school to be placed in the child's file.

The following steps will be taken in the event of a biting incident.

1. *A child biting any toy or play objects* will be closely monitored.
2. *A child biting art supplies or any non-play material* will be redirected. Loving verbal guidance will be given about what is not okay to put in his/her mouth.
3. *A child biting him/herself* will be redirected. Loving verbal guidance will be given about what is not okay to put in his/her mouth.
4. *A child biting another person* will result in immediate redirection. Verbal guidance will be given about what is not okay to put in his/her mouth, and the parents of both children will be notified.

If at any time, the safety of another child is at stake, the Director has the right to immediately remove the child to protect the other students in the class. All incidents of biting will be documented and placed in the students' file. At no time will the names of the children involved be released to other families.

Accident and Illness Procedure

If a child needs immediate medical attention, the staff will call 911. Then we will make an immediate attempt to contact a parent. If we are unable to reach a parent, we will call one of the people listed as an emergency contact person on your child's record. Please make sure that you keep your child's records up to date. We ask that you notify us of any changes in phone numbers, emergency numbers, people to contact, etc. Any minor accidents/incidents will be documented in an Accident/Incident report.

Discipline Policy

Teachers and Staff at First Baptist Learning Center are pleased to partner together with families to foster the social and emotional development of your child.

FBLC Discipline Policy has its basis in Conscious Discipline, developed by Dr. Becky Bailey. Conscious Discipline links the head and the heart. It is built on three premises:

- Controlling and changing ourselves is possible and has a profound impact on others.
- Connectedness governs behavior.
- Conflict is an opportunity to teach.

At FBLC, we encourage positive behavior in the following ways.

1. Allowing the child choices of their activities, equipment, and materials, giving him/her a feeling of control over his/her environment so that conflict with others can be avoided.
2. Guidance in developing language skills which will help resolve conflict with words and not with inappropriate behaviors such as biting, hitting, kicking, etc.
3. Model appropriate behaviors and encourage problem solving skills.
4. Use simple, positive reminders to restate the rules.
5. Help children understand the consequences of their actions, and if appropriate help them make amends.

When there is an ongoing concern, teachers will contact the child's parents by way of parent-teacher conference or by behavior incident reports. If a conference is scheduled, the parent(s) and teacher will discuss strategies to promote appropriate behavior and develop a plan for change. If the behavior of concern continues, a child may be asked to leave the program. It is our intent to work together with families to promote a positive experience for their child. However, we do realize circumstances may keep a child from being capable of fully participating in a group program and recognize the program may not be equipped to deal with all circumstances underlying certain behavioral issues.

Administrative Intervention may be needed. The discipline policy will be waved when the following infractions take place:

- Foul language
- Harmful physical aggression toward students or staff (hitting, biting, kicking, or spitting)
- Major classroom disruptions that impede the educational process for his/her classmates
- Destruction of property

If the child is removed from the classroom, the Director will work with the child to help calm down and work through strategies that promote better choices. The Director will contact the child's family to discuss recurring behavior. If the Director warrants it necessary, the parent will be notified and asked to pick up their child for the day. A mandatory parent, teacher and administrator conference will take place to develop a plan for responding to the child's challenging behavior.

First Baptist Learning Center and Preschool has the right to dismiss any student for the following reasons:

- If after a reasonable period, a child or the child's parents are unable to adjust or accept preschool routines and procedures.
- If a child is persistent in hurting or injuring other children or staff.
- If there are special needs the Center is unable to meet. (See Procedure for Identifying Special Needs page 5)

The use of corporal punishment, including verbal abuse, is strictly prohibited by teachers, volunteers, or staff. Discipline shall not be associated with food, rest, or toileting.

Bullying and Harassment

As a Christian program, we believe the Bible provides clear instruction on how we are to treat and live at peace with others as demonstrated by the following verses:

- Mark 12:31b "Love your neighbor as yourself. There is no commandment greater than these."
- Romans 12:18 "and do your best to live at peace with everyone."

Bullying is defined as the willful, conscious, and persistent desire to cause emotional, verbal and/or physical hurt to another. The hurt may be caused by actual or anticipated actions, which put the victim under stress. These actions are accompanied by an awareness of the impact of the behavior of the child who is the victim.

The characteristics of bullying suggest that the child who is bullied has reached a state of cognitive development where they are able to plan to cause distress to another. We believe it is rare for young children to reach such a state of cognitive development, but we acknowledge it is sometimes hard to distinguish bullying from hurtful and/or inconsiderate behavior.

Children do not come to school knowing how to behave within a group of classmates and it is our job to teach them. All hurtful and/or inconsiderate behavior will be addressed from a Biblical basis. Children will be taught to be kind, to understand how their actions impact others and to forgive. Parents are kept informed of ongoing hurtful or harmful behavior and the efforts being made to teach kindness and personal responsibility. In rare occasions a child may be dismissed if all efforts to teach appropriate behaviors fail.

Child Care Licensing Law requires that parents are notified in writing of the disciplinary practices used by the childcare facility. The parent's or legal guardian's signature verifies the parents or guardians have been notified in writing of the disciplinary practices of the childcare facility.

PART 6 FAMILY INVOLVEMENT

Parent Participation

Parents are a vital part in their child's success in school. Therefore, we warmly welcome parent involvement. There are numerous ways to become involved. For example, you may volunteer to help your child's teacher with a special project or curriculum related activity, help at a class party or program, attend a field trip, send in needed supplies, etc. **We love our volunteers!** We ask that you please sign in at the front desk when you are on our campus.

P24 Parent Group

Philippians 2:4 states "Let each of you look out not only for his own interests, but also for the interests of others." It is our belief that we need to care for our teachers and support them so that they can do the best job possible with the children. We encourage all families to become members of the P24 group by paying an annual fee of \$10. All funds that are raised each year are used for monthly teacher blessings and birthday gift cards. Our P24 group meets monthly on the first Wednesday of the month from 8:45-9:45. At our meetings we have a short devotion, share the Director's notes and upcoming events then work on our teacher blessing for the month. Our parents also assist with school-wide events and activities. Monthly notes are sent to all families via email following the meeting. Spirit Nights are scheduled throughout the year at local restaurants for family fun fellowship times. All money raised is put back into our teacher blessing budget.

Parent Communication

First Baptist Learning Center uses a variety of methods of communication including phone calls, face-to-face conferences, texts, website/Facebook posts, newsletters, flyers and emails or the use of a classroom Procure app. Please read all correspondence, so that you will be informed of school matters. Monthly newsletters with upcoming events will be emailed to families at the beginning of each month.

Conferences

Conferences between the parent(s) and teacher are strongly encouraged. This allows for mutually agreed-upon goals to be established, discussed, and reviewed. Please plan to meet with your child's teacher at least twice a year; at the beginning of the school year in October and again in the spring. Feel free to call and schedule a conference at any time you have a concern that you would like to discuss. **Please keep in mind that our teachers**

are busy with their students during preschool hours and are unable to speak or text parents during this time. Please try to schedule a time that would be convenient for both of you. Any immediate concerns or emergencies should be reported to the Director.

If there is anything at home that may be affecting your child's behavior, please let us know. Having a strong partnership with you is invaluable in allowing us to know how to help your child.

Parent Complaints and Concerns

First Baptist Learning Center continually strives to be the best center that we can be. Therefore, we appreciate and value your comments, concerns, suggestions, and complaints. Your input will be received at the end of each year via a parent survey. However, if at any time during the year a parent feels he/she has a complaint or concern, we ask that you first pray about the situation and then go directly to the Director. The Director and staff welcome your input. It is God's will that we live and work together in harmony. Jesus said, "A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another" (John 13:34-35). If you do not feel that your complaint or concern was properly addressed by the Director and others involved, you may speak with a Learning Center Board Member or a Church Administrator.

PART 7 GENERAL INFORMATION

Curriculum Overview

First Baptist Learning Center offers a well-structured, exciting, and fun approach for our students. Our children are learning and growing through play, investigation, discussion, art, music, and movement. Our chosen schoolwide curriculum is Frog Street Press (Toddler, Threes, and Pre-K). The curriculum is designed around the latest scientific early brain development research, focusing on "enhancing the simple joy of childhood while equipping teachers to nurture curiosity through exploration." The monthly themes are appropriate and age appropriate. Specific skills such as alphabet, number awareness, phonics, fine and gross motor skills, and written communication skills are integrated into the units. Organized play will be an important learning tool throughout our student's day. Children will interact daily in self-selected centers that include blocks, dramatic play, manipulatives, reading, writing and art centers. To encourage literacy, our teachers have daily read aloud, oral language, letter and sound recognition, phonological awareness, print concepts and written communication. Each day, our children explore the world of mathematics, through number recognition, counting, patterning, sequencing, time, money, and place value skills. We focus on developing the "whole child" and our teachers individualize their lessons to meet each child's developmental needs.

Schoolwide Bible Early Education edition by Purposeful Designed publication a division of ACSI is our Bible curriculum. Chapel is held on Wednesdays for each age group. Our

Children's pastor leads in sharing Bible stories from God's word. Daily Bible lessons and verses from the Bible are integrated into the children's day. Engaging songs about Jesus connect their learning. Prayers/Blessings are said before snacks and lunch.

Daily Schedule

Each classroom has a daily schedule posted in the room. The following are some components incorporated into each day.

Circle Time-Large group activities which begins the day with introductory songs,

Center Time- Children select from activity areas including Art, Home living/Dramatic Play, Blocks, Reading, Science, Math, Writing, Games/Puzzles or Theme Work.

Small Groups-Teachers conduct small group lessons based on the learning goals to reinforce and/or reteach skills and concepts.

Snacks-Children bring their own nutritious snacks daily.

Playground-Outdoor play with a variety of age-appropriate equipment, games, and materials.

Music and Movement-Children sing, dance, and play instruments.

Birthdays

Your child's birthday is special to us! If you would like to send store-bought refreshments for your child's class to share, please speak to your child's teacher. We would like to suggest sending simple cookies, cupcakes, pudding, ice cream etc. Candy, balloons, and party favors are not necessary. Your child's teacher will add special activities to make this a special time for your child.

Snacks

We ask that parents provide a morning snack for their child daily. It is encouraged that snacks be placed in the zipper pouch with your child's name on the pouch. Healthy snacks are encouraged. (Banana, apple, granola bar, crackers...). Please check with your child's teacher regarding any classmates with food allergies. For students in the Extended Care Program, FBLC will provide an afternoon snack.

Water Bottles/Cups

Children are encouraged to drink plenty of water to replenish body fluids. We ask each child to have their own insulated water bottle/cup each day to be used in the classroom and outside. Be sure their water bottle is **clearly labeled with your child's first and last name**. We do have refillable water stations throughout the building for the children and pitchers of ice water by the playground.

Potty Training

We do not require our Pre-K 2 students to be potty-trained. However, by age 3 your child is expected to be trained. If your child is in diapers, you will need to supply FBLC with diapers/pull-ups and wipes. Our facility is a wonderful place to learn as our toilets and sinks are 'just the right size'.

Clothes

Some of the best learning activities and materials are sand, water, paints, and play doh. FBLC makes every attempt to use smocks and washable supplies. However, it is wise to dress your child in easily laundered 'play' clothes that he/she can be comfortable wearing for all preschool activities. Clothing should also foster independence and self-help skills; we ask that you send your child to school in clothes that he/she can manage independently.

Children will play outside everyday unless there is rain or extreme temperatures. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions. Please help your child by providing appropriate shoes for safety. We recommend tennis shoes for your child. Boots, flip flops, and dress shoes are slippery and may cause falls or accidents. Girls wearing skirts/dresses should wear leggings, shorts, or bloomers over their panties. **If your child wears jewelry or hair accessories, please know that we are not responsible for any losses.**

A change of clothing (shirt, shorts/pants, underwear/panties, socks) must be sent in a plastic Ziploc bag with your child's name on the Ziploc bag. This change of clothes will be stored in your child's class in case your child needs a change of clothes. ***Please label all clothing items.** You may want to bring in a new set when the weather turns cooler.

Toys

Toys should be left at home so that they will not get lost or damaged. Check with your child's teacher for information regarding items which may be brought to school for 'Share Day'. Please do not allow your child to bring any type of weapon to school.

Smoking

Smoking is not permitted on the First Baptist campus. This includes e-cigarettes.

Fieldtrips

Each age group will take one fieldtrip per year to connect their classroom learning with the community. Parents will be notified of field trips a minimum of 2 weeks prior to the event. Parents are strongly encouraged to attend field trips and transport their own child.

Lunch

Children should bring lunch and a drink from home. Your child's lunch should include something from each of the four basic food groups. We suggest a sandwich, salad or cut raw vegetables, cut meats, cheese, hot meals in a thermos, fresh or canned fruit, crackers, pudding, oatmeal cookies, etc. We ask that you do not send carbonated beverages, candy, or gum. Please be warned that foods like hot dogs, whole grapes, nuts, hard candy, and popcorn can be choking hazards. The center cannot be responsible for the refrigerating or heating of any foods. An afternoon snack will be provided by the Learning Center.

Nap materials

For those children that stay beyond the morning preschool time, quiet time occurs daily between 12:30 and 2:30pm. FBLC will provide a mat for napping. Parents can provide a blanket. A small pillow with a washable pillowcase and a soft toy may also be sent in if desired. Nap supplies brought to the Learning Center must be sent in a bag with the child's name written on it. Reusable grocery bags work best. All items must be able to fit inside the bag.

Each Friday the nap supplies must be taken home, washed, and returned in a bag with your child's name on it. Items not taken home on Friday, due to absence, can be picked up in the office to be washed on Monday. Please remember to send alternative sleep items to be used when this happens until the others are cleaned and returned. **Please label all nap items with the child's name first and last name.**

Expected Student Outcome

Upon completion of the preschool program at First Baptist Learning Center, our goals are:

Spiritual Formation

Students will possess a firm foundation which will support them as they continue to:

- Understand that God is a Loving God
- Understand the Bible is a Special Book
- Use prayer to express their thoughts and needs to God
- Freely share about God, Jesus, and the Bible with others
- Have a desire to attend church.
- Know God created the world.
- Enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work.

School Readiness

Students will possess the skills necessary for success in kindergarten, including:

- Physical Development, such as health and wellbeing, motor development and fine motor development
- Approaches to Learning by showing increased curiosity and eagerness to learn new things, engage in new experiences, attending to tasks for a brief period, approaching daily activities with creativity and inventiveness, and demonstrate some planning and learning from experiences.
- Social and Emotional Development, such as emotional functioning, managing emotions, building, and maintaining relationships with adults and peers, and a sense of identity and belonging.
- Language and Literacy, such as listening and understanding, speaking, vocabulary, sentences and structure, conversation, emergent reading, and emergent writing.
- Mathematical Thinking, such as number sense, number and operations, patterns, geometry, spatial relations, measurement, and data.
- Scientific inquiry through exploration and discovery, life science, physical science, earth and space science, environment, engineering, and technology.
- Social Studies, such as culture, individual development and identity, individuals and groups, spaces, places and environments, time, community and change, governance, civic ideals and practices, economics and resources, technology, and our world.
- Creative Expression Through the Arts, such as sensory art experiences, music, creative movement, imaginative and creative play, and appreciation of the arts.

Acknowledgement Form

Please initial each box, sign the bottom, and return to the First Baptist Learning Center office or your child's teacher.

I have read, understand, and agree to abide by the conditions outlines in the First Baptist Learning Center Family Handbook

I have read, understand, and agree to abide by the guidance and discipline policies outlined in the First Baptist Learning Center Family Handbook.

I authorize First Baptist Learning Center, a ministry of First Baptist Church Plant City or any of its employees or agents, to obtain emergency medical attention for my child, _____, from a hospital, physician, or other emergency health care professional in the event of illness or injury.

I understand these policies and procedures are subject to change, especially as new information and guidance from local, state, and national health officials become available. First Baptist Learning Center reserves the right to change, modify or adjust any of these procedures and policies at any time.

Child's Name _____

Parent Signature _____

Date _____