First Baptist Preschool, LLC

2024-2025 Parent Handbook

First Baptist Preschool, LLC is located at:

1814 Sanborn Street Port Huron, MI 48060

(810) 985-8887 (810) 841-8882

Email: [firstbaptistpreschool@hotmail.com](mailto:firstbaptistpreschool@hotmail.com) Website: firstbaptistpreschool.net

Hours of Operation:

AM Preschool Session 9:00 – 12:00

Full Day Preschool 9:00 – 4:00

\*\*\*2024-2025 STAFF MEMBERS\*\*\*

Sheila Reid, Director

Amber Wilson, 3’s/Full Day Lead Preschool Teacher

Morticia Pruitt, 3’s/Full Day Assistant Teacher

Jillian Herman, 4’s Lead Teacher

Kolie Andrew, Kindergarten Readiness

Kristen Way, Young 5’s Lead Teacher

Martha Drake, Music Accompanist

Lorna Bossardet, Office Manager/Art Designer

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The following policies and procedures are in place for the safety and well-being of your child. Some are mandated by the State of Michigan, and some are determined by the staff and Board of Directors of First Baptist Preschool, LLC. If, at any time, you have questions or concerns regarding these policies or any other issue, feel free to contact the director at one of the following contact sites:

School (810) 985-8887

Director’s Cell Phone (810) 841-8882

Email: firstbaptistpreschool@hotmail.com

OUR PHILOSOPHY

First Baptist Preschool is committed to providing young children and their families with high quality early childhood education and care. The early years are the most critical years in a child’s life; experiences during this time have a lasting impact on a child’s development and future academic success. It is our goal to assist the children in our care to acquire the skills they will need to become creative problem solvers, life-long learners, and responsible members of their community.

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GENERAL INFORMATION

The 2024-2025 preschool year will begin on Wednesday, September 4th and ends on Thursday, May 22nd. Most holidays, breaks, and days off will correspond with the Port Huron Area School District calendar. Any exceptions to this are noted in the First Baptist Preschool calendar. In the event of unscheduled school closings due to weather, widespread illness, etc., parents will be notified via text or email using the REMIND system and posted on our Facebook page. If Port Huron Schools are closed because of weather, First Baptist will be closed also.

THERE IS NO SMOKING OR VAPING ALLOWED ON SCHOOL PROPERTY.

ADMISSION POLICY

First Baptist Preschool, LLC is licensed to accept children between the ages of 3 years and 5 years old, regardless of race, gender, or religion. All children must be COMPLETELY potty trained \*(see policy on page 8). The following forms must be properly completed, signed, and on file with First Baptist Preschool before attendance is allowed:

Child Information Card

Registration/Enrollment Contract

Health Appraisal Form signed by a licensed physician

Copy of Immunization Record showing child is up to date on immunizations OR and Immunization Waiver Form

Permission slip for walks, snacks, kitchen activities, topical medication application and photography waiver

Licensing Notebook Notification

Written Information Packet Documentation

Admission may be delayed or denied if the above documentation is not returned by the due date.

TUTION POLICY

Tuition is due the 1st day of attendance each month. If the monthly tuition amount is not paid in full by the 10th day of the month, the enrolled child will not be allowed to attend preschool until the balance is paid, along with a $30 late fee.

An invoice will be emailed at the beginning of each month with the amount of tuition owed. Payments can be made in the office with cash, check or by submitting a direct payment with the emailed monthly invoice. Tuition is required each month, September through May regardless of how many days the school is open or how many days your child attends school.

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WITHDRAWL POLICY

Two-week notice is requested if you wish to withdraw your child. If a child simply stops attending, tuition will continue to accrue, and collections will be sought on the account.

ARRIVAL/DEPARTURE POLICY

Doors will not open until 8:50 am. Early drop off is available with PRIOR NOTICE. Children MUST be accompanied into the building by an adult. Dropping children off at the door is not allowed unless a teacher is there and acknowledges the child’s arrival. After putting their belongings in their assigned cubby, children will meet in the music room, find a spot to sit on the line, and wait for music to begin. Please advise your child’s teacher of any “special needs” your child may have during the day (i.e., late night, sick family member, changes in living arrangements, etc.)

Please be on time when dropping off or picking up your child. All doors will be locked when preschool is in session. Late drop-offs are very disruptive to your child’s teacher and other students. Dismissal is promptly at the time your child’s class is over. Occasional tardiness is understandable but chronic lateness will not be tolerated. A late fee may be charged at the discretion of the director for those parents who are frequently late picking up their child.

Children will only be released to persons listed on the Child Emergency Card on file in the office. There are no exceptions to this rule except when a written note, signed and dated by the parent, is received by the director or teacher from the parent BEFORE dismissal time. For the protection of your child, First Baptist Preschool employees reserve the right to ask ANYONE picking up a child from our care for identification.

In the unfortunate event that a staff member suspects that a person picking up a child is under the influence of drugs or alcohol, another person on the child’s emergency card will be called to pick the child up. Law enforcement may be involved.

SNACK POLICY

Each day your child will participate in a group snack time with his/her class. A calendar will be posted on each classroom door for you to volunteer to provide a snack for each child in the class. The number of children in the class as well as any foods/drinks that need to be avoided due to allergies will also be on the calendar. Snacks may be store bought or homemade if they are nutritious. Milk or juice is also appreciated. If you prefer that your child does not participate in group snack time, please designate your choice on the snack permission slip in the registration packet and provide a snack for your child in his/her backpack. Please advise the director and your child’s teacher if your child has any food allergies \* (see ALLERGIES on page 5).

CELEBRATIONS

Throughout the year students and staff will have classroom parties for the following holidays/special occasions: Halloween, Christmas, Valentine’s Day, and the last day of school. If you prefer that your child does not participate in these celebrations because of personal or religious reasons, please let your child’s teacher know. Treats may be sent in for your child’s birthday to share with their class (summer birthdays will be celebrated in May). We also ask if you would like to hand out invitations to birthday parties so that everyone in the classroom be included. If not all the children are being invited, please do not bring them to school to distribute.

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HEALTH CARE POLICY continued…

* ILLNESS AT SCHOOL – if your child becomes ill at school with any ailment, he or she will be isolated from the other children and parents will be notified to pick them up immediately.
* RETURNING TO SCHOOL AFTER ILLNESS – When a child can return to preschool depends upon their symptoms. Your child may return to preschool when they have been fever-free for at least 24 hours without the use of medicine that reduces fevers AND other symptoms have improved.

ALLERGIES

Allergies of all kinds must be listed on your child’s CHILD INFORMATION CARD in addition to verbal notification TO THE DIRECTOR (not your child’s teacher or other staff member). IF YOUR CHILD HAS A FOOD ALLERGY OF ANY KIND you will be responsible for sending a snack each day for your child. There will be NO EXCEPTIONS to this rule. Any changes in your preschoolers’ allergy status must be reported to the Director.

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VOLUNTEER POLICY

As you probably know, your child acts much differently when he or she is around you than when they are around other adults. Although we have an open-door policy at First Baptist Preschool, our teachers find that having a parent in the classroom during instruction time is disruptive to the entire class – especially your child. For this reason, classroom volunteers are not part of our regular preschool routine. However, your child’s teacher may ask for volunteers for special events such as holiday parties, program days, or end of the year activities. Teachers may also, at their discretion, allow parents to visit the classroom for their child’s birthday snack celebration. At all times, First Baptist teacher will be present in the classroom with the volunteers and students.

TOYS & BELONGINGS FROM HOME

Toys and belongings from home are not allowed at First Baptist Preschool. They are distracting and very easily lost or broken. If your child does bring an item to school, they will be asked to leave it in their backpack, or their teacher will hang on to it until dismissal. The exception to this rule is in classrooms that have full day quiet time, or other pre-approved special activity days. AT NO TIME (including Halloween) will guns, war toys, swords, knives, action figures holding weapons, or other toys of this nature be allowed at school.

Cots and blankets will be provided for children that attend the full day preschool program. Weekly laundering and disinfecting of these items will be done by the First Baptist staff.

FIELD TRIPS

Walking field trips will be taken when the weather permits. Locations may include crossing the street to Sanborn Park, the nature trails, or our annual trip to the Sanborn Street Fire Station. Children will not be transported in vehicles except in the case of an emergency. Parents will be notified of any deviation from this policy in advance.

POTTY TRAINING POLICY

Because of State of Michigan licensing requirements, all children attending First Baptist Preschool must be COMPLETELY potty trained. We do not have the facilities required to change diapers (including PULL-UPS), nor do we have enough staff for your child’s teacher to attend to a child who is not potty trained.

Our definition of potty trained is:

* Your child knows when they must use the bathroom and does so without prompting
* Your child can attend to his/herself in the bathroom, i.e., pulling pants up/down, wiping, washing hands
* Your child does not wear PULL-UPS

We understand that occasional accidents happen with young children. Please make sure your child has a change of clothes in their backpack in case this occurs. However, if your child has frequent potty accidents, regardless of the reason, their enrollment at First Baptist Preschool will be evaluated and temporary dismissal from the program may occur until your child is fully potty trained.

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DISCIPLINE POLICY

The staff members of First Baptist Preschool will use only age-appropriate, positive methods of discipline when dealing with the children in our school. These methods will encourage self-control, self-direction, self-esteem, and cooperation in our children. Non-severe and developmentally appropriate discipline or restraint may be used if necessary to prevent a child from harming themselves or from harming another child or staff member or their property.

The following forms of positive discipline may be used at First Baptist Preschool: Re-direction and discussing how to resolve the conflict in an appropriate manner with the child (ren) involved will be tried first. Behavior charts may be used by individual teachers. If further intervention is needed, the child will be placed in a “time-out”, where the child is separated from other children and the staff member will discuss the incident with the child, i.e., making good choices, the feelings of others, etc. If a child does not respond to these methods 3 times in 1 day, parents or an emergency contact will be contacted and will be required to pick the child up from preschool within 30 minutes of our phone call.

If a child displays an act of aggression (biting, hitting, kicking, etc.), whether provoked or unprovoked, toward another child or staff member, parents will be called, and the child must be picked up within 30 minutes of our phone call. If a child demonstrates consistent aggressive or disruptive behavior, there will be documented observations done by the teacher and our normal discipline procedures will be followed. When we feel that we have exhausted all our abilities to change behavior, we will require a parent teacher conference to discuss the situation and a behavior plan put in place. If needed, a follow up meeting will be scheduled for two weeks later, and a decision will be made and discussed as to whether the child will continue to attend First Baptist Preschool.

The following means of discipline are prohibited at First Baptist Preschool:

* Hitting, spanking, shaking, biting, pinching, or inflicting any other form of corporal punishment.
* Restricting a child’s movement by binding or tying him or her.
* Inflicting mental or emotional punishment such as humiliating, shaming, or threatening a child.
* Depriving a child of meals, snacks, rest or necessary toilet use.
* Confining a child in an enclosed area such as a closet, locked room, box, or similar cubicle.
* Placing any substances in a child’s mouth including, but not limited to, soap, hot sauce, or vinegar.

DRESS CODE

First Baptist Preschool does not have a set dress code, however, please understand that your child will be learning in a hands-on environment, and they will get dirty. Comfortable play clothes work the best. Flip-flops (unless they have a strap on back) or play/dress-up shoes are not allowed for safety reasons.

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DAILY SCHEDULE (approximate times)

9:00 – 9:40 Music and Movement

9:40 – 9:45 Transition to Individual Classrooms

9:45 – 10:00 Circle Time

10:00 – 11:00 Project/Academic Instruction

11:00 – 11:25 Free Play

11:30 – 11:45 Snack Time

11:45 – 12:00 Story Time

12:00 AM Class Dismissal

This is an approximate time schedule, these times will vary from class to class

FULL- DAY PROGRAM DAILY SCHEDULE

Our full day preschool program offers extra-curricular activities including history and social studies, creative projects, science experiments, and math activities. The tentative schedule is as follows:

12:00 – 12:45 Lunch/Free Time

12:45 – 1:00 Story Time

1:00 – 2:15 Nap/Quiet Time

2:15 – 2:30 Snack

2:30 – 3:15 Special Activity

3:15 – 3:45 Free Play

3:45 – 4:00 Story

Students that attend our full day program can be picked up at any time during the afternoon.

PLEASE NOTE: For insurance purposes and licensing ratio requirements, children not attending First Baptist Preschool are not allowed on the playground at pick up. Children are also not allowed in the classrooms without an adult.