

# First Baptist Church- Joelton

## Weekday P.A.T.H Preschool Parent Handbook

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Karen Hunt, Director

First Baptist Church- Joelton has been blessed to offer a weekday preschool program for children since 1971. Our greatest desire is that the P.A.T.H (Preschoolers Adventuring Toward Him) Preschool be a safe and enjoyable place for your child to grow developmentally, socially, and spiritually. We are a 3-star rated program licensed by the Tennessee Department of Human Services, and all children are welcome in our program regardless of race, religion or culture.

**STUDENT ELIGIBILITY:** Classes are offered for children ages 3 to Pre-K who are fully potty trained. Your child **MUST** be age 3 or 4 by the state cutoff of Aug. 15<sup>th</sup> in order to be placed in that age classroom.

**REGISTRATION:** Registration for fall begins March 1<sup>st</sup> and continues until the program is full. Registration is available online at the church website, or packets can be picked up in the preschool office. **There is a non-refundable \$75 registration/supply fee that must accompany the registration forms. Registration is complete when all forms, immunization record, and registration fee are submitted.** Should a class be full, your child will be placed on a waiting list.

**SCHEDULE:** The Preschool program runs from August until May. All classes meet on Monday, Wednesday, and Friday from 9:00am – 2:00pm. There is no before or after-care.  
**The 2021-22 school year is scheduled to begin on August 16th.**

**TUITION PAYMENTS:** Tuition for preschool is **\$190/month, with a 20% discount for siblings.** Monthly tuition is due by the 10<sup>th</sup> of each month, unless other arrangements are made with the director. There is a \$10 late fee for tuition not received by the deadline. **If no payment is received by the end of the month, your child may not continue to attend until the payment and late fee are received. There is not a tuition discount for fall and spring break.**

**STAFF:** Our teachers at First Baptist P.A.T.H Preschool are highly qualified, and meet or exceed the requirements set by the state. This includes additional training annually related to Early Childhood Education. All are active members of local churches. Each classroom has a lead teacher and an assistant. All staff is carefully screened prior to hiring, including a criminal background check and drug screen, and all are certified in both CPR and First Aid.

**CURRICULUM:** Each classroom uses a variety of curriculum resources. Some examples are: the WEE Learn curriculum (Lifeway) and Learning Box Preschool, in addition to other resources. All classes have daily planned activities that are developmentally, and age appropriate. We are committed to teaching children the way they learn best, which is through play. Occasionally age-appropriate educational videos may be shown in class. Parents will be notified in advance as to the title and content/purpose of the video, and the day it is to be shown.

Each Wednesday, classes attend Chapel. This brief time will include songs and a Bible story taught by our Minister of Preschool and Children, Michael Spitzer.

**\*\*Parent/teacher conferences will be held in the spring.** You may also request a conference with your child's teacher at any time throughout the school year.

**LUNCH:** Children will need to bring their own lunch from home each day. We strongly encourage parents to send a lunch containing a variety of healthy options ie; fruits, vegetables, grains, & protein. Healthy snacks and milk/water will also be available. **Please note any food allergies on your registration form, and make sure your child's teacher is also aware.**

**PARTIES AND PROGRAMS:** Birthday celebrations for your child can be scheduled by contacting the teacher ahead of time. The entire preschool will put on a program for parents at Christmas and Graduation. Other events include: Grandparents Lunch, St. Jude Trike-A-Thon, Thanksgiving Potluck, Canned Food Drive, Operation Christmas Child boxes, etc.

**DISCIPLINE POLICY:** Corporal punishment **will not** be used at First Baptist Church- Joelton. Most misbehavior can be handled within the classroom setting. Occasionally, time away from the group may be necessary (time-out). If serious behavior problems persist, a parent conference with the teacher and director may be scheduled to develop a plan to modify behavior. **If harmful behavior persists, the Weekday Preschool reserves the right to remove a child from the program.**

**DROP- OFF/PICK-UP:** School begins at **9:00 am**. Children are not permitted in the classroom until 8:50 am, to allow teacher's preparation time for the day, as well as to insure proper supervision. You may walk your child in, or use the car rider line. During car rider drop-off, there are 2 staff members outside to greet you and your child. Your child will be walked from the car directly to their classroom. Car rider drop-off is available from 8:50-9:10am. After this time, you must walk your child in.

**School ends at 2 pm.** You may walk in to pick up your child, or use the car rider line. It is extremely important that you be on time to pick up your child. **SEE LATE FEE POLICY**

**Your child MUST be signed in and out each day.** They will only be released to authorized persons on your transportation plan. Should there be a change in plans, the director must be notified.

**\*\*Children will not be released, even with prior authorization, to anyone appearing unsafe to transport children (ie; intoxicated, out of control, etc). In this instance, an emergency contact will be called to pick up the child\*\***

**LATE FEE POLICY:** For every minute after 2:10 (to allow for car rider pick-up) you are late, you will be charged \$1.00/min payable to the teacher. **There are no exceptions, so please be prepared to pay the teacher immediately for her extra time caring for your child.** Arriving a few minutes before 2:00 will ensure a prompt pick-up.

**ILLNESS:** Each child must have **current proof of a physical examination and immunizations on file in the Preschool office.** These forms are available from your pediatrician. If your child has any signs of illness, please keep them home until symptom free for at least 24 hours. If your child becomes ill while at school, we will call you to come and pick them up immediately.

**No medications are given at preschool, and there should be none kept in their bags.**

**\*\*EXCEPTION:** Children who have Epi-pens/Inhalers

**FIRST AID/MEDICAL EMERGENCIES:** Our staff will administer **basic** first aid if needed. In the case of a medical emergency, parents will be contacted first, and if unsuccessful, the designated emergency contact second. For life-threatening emergencies, EMS will be called. **Please notify the director of any address or phone changes throughout the year.**

**SAFETY:** All teachers are trained to handle emergency situations, such as fire, tornado, or other environmental issues. Regular drills will be held with the classes throughout the year.

**\*\*PLEASE SEE THE EMERGENCY PLAN HANDOUT\*\***

**The church building remains locked at all times. You must enter by activating the intercom system at the front entrance. Outside doors to classrooms also remain locked.**

**INCLEMENT WEATHER:** In the case of inclement weather, you can call the preschool office directly at 876-8763 after 6:30am for information about closing. You may also watch the major news networks, or check our Facebook page (PATH Preschool/Mother's Day Out) for information about closing. Should there be a need to close early, parents will be notified by the director or teacher via phone call. **Please make sure emergency phone numbers are kept current.**

**GRIEVANCE PROCEDURE:**

If issues arise that are of concern to you, please follow this procedure:

- Share your concern with your child's teacher if it is related to your child or the classroom.
- Share your concern with the Weekday Education Director if your concern is not resolved with the teacher, or if it is with something other than the classroom.
- If you feel additional assistance is needed, you may contact the Minister of Preschool and Children to set up a meeting. (876-0527)