

First Baptist Church- Joelton

Weekday P.A.T.H Preschool Parent Handbook

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Jenna Duley, 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. We use the state cutoff of Aug. 15th to place children in appropriate age classrooms.

REGISTRATION: Registration for fall begins March 1st and continues until the program is full. Registration is available online at the church website, or a packet can be picked up by the Preschool Welcome Desk. **There is a non-refundable \$100 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 2024-25 school year is scheduled to begin on August 12th.**

TUITION PAYMENTS: Tuition for preschool is \$215/month, with a 20% discount for siblings. Monthly tuition is due by the 10th 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, or when a child is out sick or on vacation.**

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 are certified in both CPR and First Aid.

COMMUNICATION: A newsletter and tuition envelope will go home with your child each month. Individual classes may also send a calendar or newsletter home. Information and reminders will also be posted on our Facebook page (PATH Preschool/Mother's Day Out). **No photos of your child will be posted on our public Facebook page.**

CURRICULUM: Each classroom uses a variety of educational and biblically based curriculum resources. All classes will 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 Children's Minister.

****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 and drink from home each day. Sending a reusable water bottle is best, allowing for refilling throughout the day as needed. We strongly encourage parents to send a lunch containing a variety of healthy options. 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: 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. If serious behavior problems persist, a parent conference with the teacher and director may be scheduled. **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 and ends at 2:00 pm. Children may not be dropped off before 8:50 am, to allow teacher's preparation time for the day and ensure proper supervision of your child. All children will be dropped off and picked up using the car rider line. During drop-off, there are 2 or more 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 to the lobby.

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 or teacher 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 your 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. **Plan to arrive a few minutes before 2:00 to avoid a late fee.**

ILLNESS: If your child shows any sign 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 we ask that none be kept in their backpack.**

****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 immediately. If unreachable, the designated emergency contact will be called. For life-threatening emergencies, EMS will be called. **Please notify the director of any phone number changes.**

SAFETY: All teachers are trained to handle a variety of emergency situations including fire and tornado. 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. 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 Children's Minister to set up a meeting. (876-0527)

