

## **Welcome to First Baptist Buford Weekday Preschool (FBC Buford Preschool)**

Welcome to First Baptist Buford Weekday Preschool Family! On the following pages, you will find information about our preschool. A list of important dates and events is also included for your convenience. Please read this handbook carefully and refer to it often. With your support we will have a wonderful school year! We dedicate our preschool ministry to the glory of God, and we commit ourselves to the nurturing of your child in His love.

### Preschool Address:

4550 Hamilton Mill Rd  
Buford, GA 30518

Hours: 9:00a.m.-1:00p.m. Regular classes

### Important Phone Numbers:

Main Preschool Office(770)932-0557  
Main Church Office (770)945-9705

### Preschool Contacts:

Chelsea Hobby – Weekday Preschool Director  
Tracy Todd – Assistant Director

Email: [chelsea@fbcbuford.org](mailto:chelsea@fbcbuford.org) or [fbcbufordpreschool@gmail.com](mailto:fbcbufordpreschool@gmail.com)

Website: [bufordpreschool.weebly.com](http://bufordpreschool.weebly.com)

Facebook page: Buford First Baptist Weekday Preschool

\*We are a non-profit Christian preschool. We are not accredited nor licensed by the state. Our staff is trained in CPR/First Aid, and fire and safety regulations. We take great care in providing a loving and safe place for your child\*

## FBC Buford Weekday Preschool 2022-2023 Calendar

August 30 – Virtual Parent Meeting  
September 1 – Meet & Greet Open House 10am -12pm  
September 6 – First day of school  
October 6-10 – No school, Fall Break  
October 27 – Fall Fun Day  
November 3 – Donuts with Dad  
November 17 – Thanksgiving Feast  
November 21-24 – No Preschool, Thanksgiving Break  
December 15 – Christmas Program, will be held during school hours  
December 19 – January 8 – No Preschool, Christmas Break  
January 9 – Preschool Resumes  
January 16 – No Preschool  
January 17 – Registration opens for currently enrolled families and church members  
January 24 – Registration opens to the public  
February 9– No school  
February 16 – FUN RUN  
February 20 – No Preschool  
March 7-8 – Triking, GYM  
March 9 – No Preschool  
March 23 – Spring Program, will be held during school hours  
March 30 – Easter Celebrations  
April 3-7 – No Preschool, Spring Break  
April 10 – Preschool resumes  
April 20 – Farm Day  
May 11 – Muffins with Mom  
May 18 – Last Day of Preschool  
4-Year-Old and Transition class Graduation TIME TBD Sanctuary/Reception-Gym

## **Program Exemption**

FBC Buford Weekday Preschool meets the Bright from the Start exemption requirements and is therefore exempt from licensure by the State of Georgia since we are not a licensed day care program.

**Our Philosophy:** Our preschool was founded as a ministry to families with young children. We believe the preschool years should be filled with happy and memorable experiences. We believe that a child needs a loving environment where he/she can grow spiritually, emotionally, intellectually, and physically. We believe that the preschool should work together with the parents to foster growth in these areas. We believe that a child learns best through play and participating in “hands-on” activities that are developmentally appropriate, that a child should be given opportunities for growth AS HE/SHE IS READY. We also believe that each child is WONDERFULLY CREATED BY GOD and should be respected for their unique personality.

**Religious Practices:** The following will take place during your child’s time at FBC Buford Preschool: prayer with the class, blessings before meals and snacks, chapel with Bible teaching, Bible songs, Bible memorization, pledges to the American flag, Christian flag, and the Bible. Holidays from other religions not in accordance with FBC Buford or that are disruptive to the programs, schedules, and expectations of the teachers and other students are not permissible.

**Curriculum:** Our Bible-based curriculum is composed of units that are appropriate for and are of interest to children between the ages of 18 months to 5 years old. The curriculum incorporates learning concepts and expressing ideas through play (the work of young children). Your child will have the opportunity throughout each unit to explore, discover, imitate, create, fantasize, and realize in centers of language arts, manipulatives, puzzles, art, science and nature, math, reading, phonics, and music.

**CLASSES:** The preschool is open Monday - Thursday, September through May from the hours of 9:00-1:00.

Classes meet as follows:

MMO - 18 months to 2 years - Tuesday/Thursdays 9:00-1:00

2-Day Twos - Tuesday/Thursdays 9:00-1:00

3-Day Twos - Tuesday/Wednesday/Thursdays 9:00-1:00

3-Day Threes - Tuesday/Wednesday/Thursday 9:00-1:00

4-Day Threes - Monday/Tuesday/ Wednesday/Thursday 9:00-1:00

4-Day Fours - Monday/Tuesday/Wednesday/Thursday 9:00-1:00

4-Day Transition Class- Monday/Tuesday/Wednesday/Thursday 9:00-1:00

## **TUITION AND FEES**

FBC Buford Preschool is a non-profit organization supported by the enrollment and tuition of its students. Please note the following:

**Registration fee** – this is paid at the time of registration and is non-refundable.

**Tuition** – Tuition is divided into **nine installments**. The amount due is constant regardless of the number of days in the month, holidays taken, or days missed due to weather or sickness. We regret that we cannot refund tuition for missed days due to illness or other extenuating circumstances. Tuition is **due on the 1st of each month**. If the tuition is not received by the 5<sup>th</sup> there will be a \$15.00 late fee added to the regular monthly tuition. Students are automatically withdrawn if their tuition falls 2 months behind. If you have more than one child enrolled, your late tuition notices will be sent home with your oldest child.

**Tuition Payment Procedures** – You may pay tuition either through your Procure Account or by check. Procure will automatically charge your credit/debit card on file on the 1<sup>st</sup> of each month. If you wish to pay by check, please make checks out to FBC Buford Preschool and send it in an envelope so it does not get lost in your child's bag. If tuition is paid by a third party, please note the student's name and class on the check. Online Banking/Bill Pay payments must be made out to: FBC Buford Preschool to ensure the payment is posted correctly. If FBC Buford Preschool is not noted, your check could be directed to the wrong department. Online Banking/Bill Pay payments must be made in time for the check to reach our office by the 1<sup>st</sup> of each month. Online Banking/Bill Pay payments not received by the 1<sup>st</sup> of the month will be subject to late fees.

Tuition for the 2022-2023 year will be as follows:

MMO's and Two-day Two-Year Old's	\$180 per month
Three-day Two-Year Old's and Three-Year Old's	\$210 per month
Four-day Three-Year Old's	\$240 per month
Four-day Four-Year Old's	\$240 per month
Transition Class	\$240 per month

\*\* Families with multiple students receive a \$25.00 per month discount.

\*\*\*Parents wishing to pay for the full year in advance will receive a 5% discount. To receive the 5% discount, the full year tuition must be paid by September 1<sup>st</sup>, 2022.

**Statement of Enrollment** – Children are generally enrolled in our school on a first come first serve basis according to the age group and vacancies. Enrollment opens first to those currently enrolled, second to FBC Buford members and finally to the public. Families currently enrolled must be in good financial standing with the school to be considered for future enrollment. To be considered for admission, an Enrollment Application must be completed. Absolutely no monetary incentives, materials or services will be accepted to have children enrolled or on the waiting list or to enroll children when spaces are not available. FBC Buford Preschool does not accept any student whose enrollment application or other necessary paperwork is incomplete. Any parents desiring to enroll should follow the regular FBC Buford Preschool enrollment process described in this handbook. When the spots are full, the student is then placed on the waiting list.

Prior to acceptance into any preschool program, the administration may request an interview to evaluate the readiness of a child to transition into the more structured learning environment. Students are placed in a class based on age of the child on September 1<sup>st</sup>.

FBC Buford Preschool strictly follows the age requirements for each classroom but will allow a student to repeat one year if parents and FBC Buford Preschool Administration deem it necessary.

**Withdrawal by Parent** – We depend on tuition dollars to meet our budget needs. Since we are a non-profit organization, one month's withdrawal notice in advance must be given if you plan to withdraw your child from preschool; this will allow us time to adjust budget items for the next month. Tuition and fees must be current through the last month attending. Tuition and fees are still due for withdrawals that occur without a 30-day advance written notice. Any parent desiring to re-enroll should follow the regular FBC Buford Preschool enrollment process which includes payment of the enrollment fee. Parents who withdraw without a 30-day advance written notice or who withdraw with a balance due may not be eligible for re-enrollment.

**Statement of Acceptance** – FBC Buford Preschool reserves the right to refuse any applicant we discern is not suitable for our program, to decline admission when we are not able to meet the special needs of a child or to make exceptions to the "first come" policy when special situations arise. By way of example, such refusal may be for anticipated disruption in the school due to incompatibility of religious beliefs and practices of children that differ from the beliefs and practices of FBC Buford Preschool, discipline issues, or when we believe that we do not have adequate resources to serve a child with special needs appropriately.

**Statement of Dismissal** – FBC Buford Preschool reserves the right to dismiss any student in its discretion when it discerns that continued enrollment in the FBC Buford Preschool Program is disruptive to the school, other students, or incompatible with the school's mission. Such reasons may include, but are not limited to: Violation of classroom behavioral guidelines and expectations either of a serious or continual nature (such as: kicking, biting, hitting, spitting, verbal misbehavior, continual willful refusal to follow directions), failure of parents or

guardians to adhere to school terms and policies; misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the FBC Buford Preschool personnel, failure to pay tuition and/or registration fee completely or timely, and school's inability to meet the special needs of a student.

**Privacy/Social Network Statement** – To protect the privacy of our students, FBC Buford Preschool Administration requests that teachers, parents, and family members only post your own child on any type of social network when/if posting pictures taken at FBC Buford Preschool.

### **SEVERE WEATHER AND FIRE EMERGENCY PLANS OR CANCELLATION OF CLASSES**

In the event of bad weather, classes will be cancelled if **Buford City** school system closes. Please listen to local weather channels for information on closings. It has been our policy not to make up snow days.

In the event of an emergency, please note that FBC Buford Preschool staff is instructed to keep all children together. Any parent that arrives at the school during the emergency must assist the teacher until the emergency is over.

No refunds are allowed for sick days, severe weather days, holidays, emergency closings, unforeseen closings, planned closings or when school is closed.

Severe weather and fire drills will be conducted regularly.

### **DRESSING FOR PRESCHOOL**

- Please dress your child in WASHABLE play clothes. We will be involved in art activities each day and in outdoor play when weather permits.
- Please dress in "potty friendly" clothes. Pants/shorts that are easily pulled up and down are best since we encourage threes and fours to go to the restroom independently. Two's who are wearing diapers should be dressed in clothes that will allow a quick easy diaper change. **All Mother's Morning Out students and Two-year old's who are not toilet trained need to bring diapers and wipes in their book bag each day.**
- Please send your child in non-slick soled shoes that are appropriate for play such as rubber soles or tennis shoes. Shoes such as cowboy boots and flip-flops are not suitable for climbing outside or playing on the gym floor.
- **Please label sweaters, jackets, and coats with your child's first and last name.** Please make sure you send a light jacket or sweater to school with your child on cool days...and a coat on cold days. We want the children to have every opportunity to play outside, so they need to be dressed appropriately.

**CHANGE OF CLOTHES** – On the first day of school, all children should bring a full change of clothes in the bag provided that is seasonally appropriate to be kept in their preschool room. Label all pieces of clothing and the plastic bag. These clothes will be sent home during season changes to be replaced with appropriate clothing.

**TOTE BAGS** – Students will receive a tote bag at the beginning of the school year. Please do not send in backpacks as we have limited space and they are awkward to pack. Please remove items from the tote bag each day and send it back. Tuition envelopes, carpool notes, notes to the teacher, etc. may be sent in through your student's folder in their tote bag. Lost or misplaced tote bags may be purchased at the school office for \$5.00. **All Mother's Morning Out students and Two-year old's who are not toilet trained need to bring diapers and wipes in their tote bag each day.**

**BRINGING TOYS TO SCHOOL** – Please do not allow you child to bring toys to preschool unless specifically requested by your child's teacher. We do have special share days when items from home are appropriate. They learn to share all the toys here. Items from home are not as easy to share and sometimes can be broken or lost. We appreciate your support in this matter.

**Potty Trained VS Potty Training** – Children enrolled in our 3's, 4's and Transition classes are required to be potty trained. Children in these classes must be able to accomplish the following on their own with little or no assistance from the teacher:

- Knows when he/she needs to go to the bathroom and goes without being prompted.
- Requires minimal assistance wiping.
- Does not come to school in a diaper or pull-up.
- Can pull up their clothes with minimal assistance.
- Can flush the toilet and wash and dry their hands.

We understand that these may be new skills for some students and will help when needed. We also understand that accidents may happen. At the teacher's request, please be prepared to send in an extra change of clothes to keep at school. If we do not have a change of clothes or not able to thoroughly clean a child who has had an accident, a parent will be contacted to either come to the school to change the child or pick the child up.

Children enrolled in a 3-year-old class and above who are not able to accomplish the above or who have 2 or more accidents in a week are still potty training and may not be ready for school.

FBC Buford Preschool does not place older children who are not potty trained in younger classrooms.

Children who are enrolled in a 2's class and younger are not required to be potty trained. However, if you are potty training, please let your teacher know and she will be happy to work with your child at school.

**LUNCHES & SNACK** – Parents are asked to send a healthy, nourishing lunch and snack each day. Please send water in a spill-proof cup or we will provide cups of water.

Please send in age-appropriate food. For example, hot dogs or cherry tomatoes, while delicious, pose a choking hazard... please cut them up! Also, please keep in mind, teachers do not have access to a microwave.

**\*\*Please note: Parents are responsible for informing the FBC Buford Preschool Office and classroom teacher of any food allergies. \*\***

**BIRTHDAYS** – Birthdays are very special to preschoolers, and we will celebrate birthdays. We ask that you send a \$5.00 wrapped gift during the first week of school that would be appropriate for a boy or girl your child's age. Each child will be able to pick a gift from the birthday box on or near his/her birthday. Summer birthdays will be celebrated on selected days during the school year.

Birthdays will be incorporated into the lunch/snack schedule. You may send in a special snack for your child's birthday. We ask that you do not send in birthday cakes but prefer an individual or store-bought treat that we can distribute.

Please do not send in party invitations to be distributed at preschool. We will provide you with a class list, which will include addresses, so please mail invitations. This will eliminate the possibilities of hurt feelings if a child does not receive an invitation.

**PARTIES AND SPECIAL EVENTS** – During the year, we **may** call upon you to help with parties and special events. These are very special times for our preschoolers, and we appreciate your help. We ask that the younger siblings do not attend special activities where you are volunteering, such as **FALL FUN DAY, TRIKING DAYS, AND FARM DAY**. We need your assistance in helping us care for our students during these events and we appreciate your full attention.

**VOLUNTEERS** – We LOVE parent volunteers and welcome your support! We are depending on your help with our special events that are scheduled throughout the year. In-house fieldtrips, parties, and special days are just a few of the activities with which we need your help. The room mom or dad for your child's class will be contacting you to ask for your assistance. If you work and cannot help with daytime activities, there will be alternative ways in which you can be of assistance.

We will, from time to time, need extra help in the classrooms. Let us know if you will be interested in coming to volunteer in your child's classroom or in another area of the school.



**PRESCHOOL PARENT ORGANIZATION (PPO)** – Parents on this committee help us throughout the year with fundraising, teacher appreciation events, and organizing parent volunteers. This group will meet regularly to discuss upcoming events and how they can help the preschool. It also provides a great opportunity for parents get to know one another and form new friendships. Please consider joining.

### **REDIRECTION & DISCIPLINE POLICY**

It is important to remember that aggressive feelings in young children are a normal part of the developmental process of growing up. Each teacher has a goal to develop self-control over those aggressive feelings while still helping to build positive self-esteem. Most children's aggressive tendencies at preschool can be controlled by various techniques. Teachers are trained to be alert to potential areas of frustration both in the classroom and outdoors. When possible, teachers intervene before physical disruptions take place. The teachers will provide an abundance of activities, so each child can find an area in which to participate.

Biting, scratching, kicking, and hitting behaviors can jeopardize the safety of other children. Therefore, if aggressive behavior becomes excessive FBC Buford Preschool will implement an individualized behavior plan that will include some or all the following:

- \*Communication with parents either through verbal conversation or an "incident" report, which will be filled out in duplicate explaining the situation. One copy will be given to the parent and the other will be placed in the child's file.

- \*Discussion with the parents regarding the inappropriate behavior, redirection that has been effective at home, and agreed-upon procedures for when at school.

- \*Continued occurrences may necessitate picking your child up from school immediately following an incident. Also, we may request that the child stay home the following day.

- \*If the behavior pattern is still not changing, we may ask that you keep your child home for one week to break the pattern of behavior.

- \*If, however, after all efforts between home and school are exhausted and the pattern of aggressive behavior continues, we will require that you withdraw your child from the preschool.

We strive to provide the least restrictive environment possible for all children and in our efforts to achieve this; the above individualized plan is an important measure in providing a safe and healthy environment for your child, the other children at preschool and the staff. Your cooperation is appreciated.

**CONFERENCES** – Your child’s teacher will send a progress report in October to let you know how your child is adjusting to preschool; and an in-person conference in the spring. It is important to keep lines of communication open between home and school. Your child’s teacher will contact you prior to the conference to set a day and time.

If there is ever a time that you need to relay information to your child’s teacher that would be helpful for her to know in dealing with your child (such as a stressful situation at home, medication your child is taking, etc.), you may want to write a note and send it in your child’s bag or email your teacher at their preschool email address.

Parents, teachers, or the director may request conferences at other times during the school year. These should be scheduled in advance.

### **HEALTH RULES**

**ILLNESS** – If your child becomes ill with a communicable disease, please notify the office as soon as possible so that the other parents may be notified. Following any type of contagious illness, a **child should be fever free for at least 24 hours before returning to preschool.**

If your child tests positive for COVID-19, they will need to stay home for at least 5 days from onset of symptoms and are fever free for 24 hours without fever reducing medication.

Please keep your child home from school if he/she has any of the following symptoms:

- 1. Fever over 99 degrees when waking up or within 24 hours**
- 2. Red, runny eyes, earache, or sore throat**
- 3. Diarrhea and/or vomiting**
- 4. Excessive sneezing or coughing**
- 5. Any skin eruptions**
- 6. Any colored nasal discharge**

If any of these symptoms appear at school, you will be notified to come and pick up your child. It is the responsibility of the parent to inform school staff of any allergies or asthmatic situations. If an epi pen is required, it the responsibility of the parent to train the teacher.

**PARENTS MUST BE ACCESSIBLE AT ALL TIMES WHILE CHILD IS IN SCHOOL.**

**IMMUNIZATIONS** – We are required by the state to have current and up to date records of immunizations for each child enrolled at the school. We must have these within the first two weeks of school. Questions regarding immunizations should be directed to the preschool director.

## **TRANSPORTATION & DROP OFF/PICK-UP**

You will receive a Pick-up card. This is to help ensure the safety of your child. Please present your card when you pick up your child. If you lose or misplace this card, please let us know as soon as possible and we will get you a replacement. **If there is not a school issued pick-up card, a valid picture ID will be required.** Your child's safety is our priority.

If your child is riding home with someone who does not normally pick them up, please send a note that contains the name of the person picking them up and any other information we might need. We will check their driver's license to ensure proper identification. It is the parents' responsibility to notify FBC Buford Preschool if there are people who are not allowed to pick up your child(ren). **NO CHILD WILL BE PERMITTED TO GO WITH ANYONE OTHER THAN THE AUTHORIZED PERSONS.**

**DROP OFF AND PICK UP** – Please be aware while driving through our parking lot. Please observe a slow speed and keep phones out of your hands. On rainy days please expect delays. We will be utilizing all three exterior doors on the first floor for pick-up and drop-off.

**DROP OFF** – We will begin accepting preschoolers at 9:00 a.m. Please park and walk your child to their designated door. MMO/2s will use the main covered entrance, 3s will use the door by the playground, and 4s/Transition classes will use the door across from the Gym building. You will drop them off at the door with a staff member and an assistant teacher will walk your child to their class.

**For security reasons, the doors will be locked after 9:15 a.m.** If you should arrive after this time, please walk your child to the main preschool entrance and ring the bell. It may take some time before it is answered as FBC Buford Preschool staff is making classroom rounds and getting children settled in. Once we meet you at the door, we will walk your child to their class. **A CHILD SHOULD NEVER BE DROPPED OFF UNSUPERVISED.** Late drop offs should not be prolonged. Teachers are happy to schedule a conference before or after school if there is a need to discuss an issue or concern.

**PLEASE NOTE** that the first part of the preschool day is your child's opportunity to choose from a variety of activities and experience several different types of learning activities. It is an important time of interaction with other children as well as one-on one time with the teacher. Music classes also begin early, and this is an activity your child will not want to miss. Please make every effort to arrive on time.

**DISMISSALS** – We will dismiss classes at **1:00 p.m.** You will pick up your child from the same door you dropped them off at in the morning. You must show your school issued pick up tag or present a photo ID. If you are not listed on our list of approved pick up persons, you will not be allowed to take the student. **Please do not use this time to speak with your child's teacher about your child or other concerns. Please plan to speak with them privately.**

Please pick up your child promptly at 1:00. Young children can become quite anxious and upset when a parent is late picking them up. If you are delayed by an emergency, please contact the preschool office (770-932-0557), [chelsea@fcbuford.org](mailto:chelsea@fcbuford.org) OR [fcbufordpreschool@gmail.com](mailto:fcbufordpreschool@gmail.com) before dismissal time. **A late fee of \$5.00 per every five minutes will be charged for late pick-ups after 1:20pm.**

**If you have multiple students enrolled, please discuss with your teacher and/or office which door to use.**

If you need to pick up your child early, please use the main preschool entrance and ring the bell. Someone will come to meet you. The preschool entrance will remain locked during preschool hours for the safety of our children.