

**First Baptist Church
Weekday Preschool and Kindergarten
3015 Moores Lane
Texarkana, Texas**



MISSION STATEMENT

First Baptist Church Weekday Preschool and Kindergarten is commissioned and called to nurture, love, minister to and educate preschoolers in the areas of spiritual, cognitive, creative, physical, and social development. We believe in giving preschoolers a solid foundation in education and leading them toward a personal relationship with God through the Lord Jesus.

PHILOSOPHY

“Train up a child in the way he should go and when he is old, he will not depart from it.” Proverbs 22:6

“Children are a gift from the Lord.” Psalm 127:3

“We are laborers together with God.” 1 Corinthians 3:9

The philosophy of First Baptist Church Weekday Preschool and Kindergarten is based on these as well as other scriptures. First Baptist Church considers preschoolers to be very important. We are committed to providing a high quality program that will minister to the whole child by meeting their physical, cognitive, emotional, and spiritual needs.

HANDBOOK

We are pleased that you have chosen First Baptist Church Weekday Preschool & Kindergarten for your child’s early education. Please read through this handbook, as it contains specific information and requirements of FBC Weekday Preschool & Kindergarten and Texas Health and Human Services. Although it doesn’t address every aspect of our preschool, it is a good source of information concerning your child’s experience.

Dear Parents,

Welcome to First Baptist Church Texarkana! Thank you for allowing us to be a part of your family’s life. We feel that our preschool and kindergarten teachers are some of the best in the area. They are committed to providing as many opportunities as possible that will enrich and encourage your preschooler. We desire to help your child grow in all areas of his/her life.

Should the need arise, our staff will be glad to assist you. If you are looking for a church home or have a question concerning our church, please feel free to call. We would love to have you worship with us.

Thank you again for the privilege of working with your preschooler. We appreciate your confidence in our teachers and will do our best to keep that trust. We are truly honored that you have entrusted your child to us this year.

Serving our Risen Savior,
Grace Graham
Minister of Preschool Education

Dear Parents,

We are looking forward to an exciting learning adventure this year, and are pleased you have chosen to be a part of it. God continues to bless our school through a loving, supportive church, teachers with a heart for God and children, and special families like yours.

We are here to meet your needs. We consider our school to be a ministry of First Baptist Church, and we want your child to receive a strong educational and spiritual foundation. Please feel free to contact me anytime.

Blessings,
Shawna Cotten
Director, Weekday Preschool

OBJECTIVES

1. To extend the ministry of First Baptist Church by providing well-trained teachers who show genuine concern for the education and development of each child enrolled.
2. To teach Christian principles, attitudes, and behavior to the children.
3. To encourage a child's spiritual development through music, art, books, stories, and Bible thoughts.
4. To provide a solid educational foundation on which the children can build in subsequent years of schooling.
5. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
6. To provide appropriate, meaningful play experiences that contribute to the developmental needs of the child.
7. To enhance and assist with the child's home education.
8. To assist each child in developing positive feelings and attributes about him/herself and his/her world.
9. To offer opportunities for the child to explore his/her environment, develop skills, and stimulate creativity.

OUR STAFF

We choose our staff very carefully. Each teacher is well qualified by education, experience and/or state certification. Each member of our staff has current adult, infant/child CPR and first aid training, has completed a TB questionnaire, an FBI fingerprint check, a criminal history background check, and must obtain at least 24 hours of training in Early Childhood practices each year. Employees are not required to have vaccinations, unless required by the Bowie County Health Dept.

RESOURCES

The Weekday Preschool & Kindergarten Resource Room houses more than 3000 children's books, as well as a wide selection of teaching aids. Items for problem solving, math, science, creative experiences, dramatic play, puzzles, and games are used to encourage and enrich learning.

CURRICULUM

FBC Weekday Preschool & Kindergarten follows the Wee-Learn Curriculum Guides, published for faith-based weekday education programs, as its *basic* resource. Supplemental early literacy activities are integrated in every content area. The curriculum implements developmentally appropriate practices where children learn through play and active exploration of their environment. Classrooms include learning centers such as art, books, writing, science, manipulatives, blocks, dramatic play, and occasional sand and water play. These learning centers provide the basis for meeting the total needs of the child.

ENRICHMENT TO CURRICULUM

Spanish - Spanish instruction is given each week to all students in an interactive classroom setting.

Reading - The curriculum is enhanced with literacy activities throughout the school year.

Technology - Classrooms are equipped with technology that is used in developmentally appropriate ways to enhance learning and encourage physical activity.

Chapel - Students meet once a week in the FBC Worship Center; they learn Biblical principles through stories and song. Children are given opportunities to participate in telling the weekly Bible story.

Special Events & Field Trips - All students will have opportunities to participate in fun educational experiences as they attend various special events on campus during the school year.

Kindergarten and 4-year old classes may have opportunities to go on off-campus field trips with parent permission.

PARENT COMMUNICATION

It is vital to the success of the preschool student that situations at home and school be discussed between parent and teacher. It is also important that lengthy discussions do not take place during class time or within hearing of the students. Most communication will take place via written notes sent home in your child's daily folder. Parent conferences and/or conversations may also be scheduled as requested by the parent, teacher or director.

DAILY FOLDER

Your child will receive a folder that he/she will bring home each day. **It is critical to look through the folder daily.** Important communication from your child's teacher and the office, including information about behavior and upcoming events, will be placed in this folder.

ITEMS NEEDED EVERY DAY FOR SCHOOL

Backpack in which to carry:

Daily folder provided by Weekday Preschool

Leak proof water bottle with water (only) inside

Complete change of weather-appropriate clothing

Jacket or coat as weather dictates, labeled with child's name

Well-balanced, nutritious lunch and water for Extended Care

PHYSICAL ACTIVITY

We recognize the importance of physical activity and outdoor play for young children, both to support the child's health and development and to assist in establishing positive lifestyle habits for the future. Active play and outdoor play help children with large and small muscle development in addition to social-emotional development. We will encourage children to be physically active indoors and outdoors at appropriate times by:

- Providing preschoolers with at least 30 minutes of outdoor active play opportunities each morning and an additional 30 minutes of outdoor active play each afternoon during Extended Care. Outdoor play may include both structured and unstructured opportunities for physical activity. Outdoor play may take place on one of our playgrounds, the FBC softball field, sand pit, or other grassy areas.

- Offering equivalent amounts of indoor active play when outdoor play is not possible (for example, due to weather). Indoor active play may take place in the FBC gym, other large areas or classrooms.

- Providing at least two planned physical activities each day which promote movement.

- Providing a variety of play materials that promote physical activity.

We will not withhold opportunities for physical activity except when a child's behavior is dangerous to him/herself or others.

ACTIVITY AND PLAY LOCATIONS AT FBC TEXARKANA

Classes may walk to various areas of our church facility to learn and play indoors and/or outdoors. Outside areas include but are not limited to: grassy areas between the Ark entrance and the west parking lot, the covered Ark driveway, the softball field, sand volleyball court, and Scout Hut porch. Inside areas include but are not limited to: the Gym, West Foyer, and Fish Tank Foyer.

Students will be accompanied by their teacher and an aide when they have a class activity outside of a fenced area. Cones will be used to create boundaries and block traffic when appropriate.

All students will attend Chapel in our large Worship Center weekly.

ENROLLMENT

All forms in the registration packet should be completed and returned, along with the registration & supply fee, health professional's statement and immunization record, in order to hold a class space for the child. The registration & supply fee is non-refundable.

Registration for the following school year will be open to current students and their siblings for one week prior to open enrollment for the community. Overdue tuition balances must be brought current before a returning family may enroll a child.

The admission application form must be filled out by the parent or legal guardian. Information given will enable teachers to get to know the child, his/her characteristics, habits, likes, and dislikes in order to do a better job teaching him/her in the classroom.

If a change occurs that should be noted on your child's school records, please inform your child's teacher and the preschool office immediately.

Parents will be notified through a letter and/or phone call in the event of any changes to policies, schedules, or fees.

GENERAL INFORMATION

Parents are welcome to observe their child in the classroom at any time. You may use the security panel outside our building to request entrance. Parents will be invited to attend special events with their child throughout the year.

Children may not bring other children to visit during the scheduled classroom hours.

You are welcome to inquire concerning policies and procedures. Please contact the director at 903-223-5424 with questions.

The state Minimum Standards for Child-Care Centers and licensing inspection reports may be viewed upon request. Contact with the State Licensing Office can be made by calling 903-791-3406 or through the website at www.dfps.texas.gov. Child Care Regulation may be contacted at www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation.

Texas law requires caregivers to report suspected child abuse and/or

It is the policy of First Baptist Church Preschool and Kindergarten not to discriminate on the basis of sex, race, color, or national origin.

neglect to the Texas Department of Family and Protective Services or law enforcement. The Child Abuse Hotline is 1-800-252-5400.

DAYS AND HOURS

3 day classes for 3 and 4 year olds.....	Tues.,Wed.,Thur.	9-12
5 day classes for 3 and 4 year olds.....	Monday-Friday	9-12
Kindergarten.....	Monday-Friday	8-12

Parents should be in the pick up line to receive their children promptly at 12:00. A late fee of \$1.00 will be charged for each *minute* after 12:05 for those who are not in line by then. If you are late, you may need to pick up your child at the Ark Entrance. The fee will be added to your statement.

EARLY DROP

Early drop is available from 7:30 to 8:50 a.m. at the Ark Entrance by registration only. If early drop is needed as an occasional drop-in service, the fee is \$5.00 per day, and advance notice is required.

Please feed your child breakfast before he/she arrives at school.

EXTENDED CARE

Extended Care is offered each day until 3:30 p.m. by registration only. An annual supply fee will apply for each child, based on the number of afternoons each week the child stays for Extended Care. The students will be provided continued quality care. FBC Weekday Preschool will provide each student with a “stay bag” for their nap mat (*no sleeping bags, please*). Students will need to bring a healthy lunch and water bottle. Pick up begins at 3:15 at assigned locations. Children should be picked up before 3:30. A late fee of \$1.00 will be charged for each *minute* after 3:30 for those who are not in line by then. The fee will be added to your statement. Children may be picked up before 3:15 by calling the Preschool Office.

Extended Care fees will be added to your monthly tuition charges. If Extended Care is needed as an occasional drop-in service, the price is \$17.50 per day, and advance notice is required.

First Baptist Church Weekday Preschool & Kindergarten is not responsible for the nutritional value or for meeting the daily food needs of meals provided by the parent. Meals should not include foods that pose choking hazards, that contain nuts or nut products, or carbonated beverages. We are unable to serve lunches that need to be heated.

ARRIVAL AND DEPARTURE PROCEDURES

Children should be released only to Weekday Preschool staff members. Please follow assigned traffic routes to designated locations. Teachers will receive your child at the car beginning at 8:45 a.m. daily. Cars not in line by 9:05 may need to proceed to the Ark Entrance for assistance.

Children may be screened for illness before exiting the vehicle / entering the building. Screening criteria and methods will depend on current guidance from health organizations such as the CDC.

Prompt arrival ensures that your child does not miss important instruction, and minimizes distraction to the class.

Please display your child’s name (a car sign will be provided to you) in your vehicle window during arrival and pick up. A picture I.D. will be requested of anyone who does not have a window sign.

A copy of any court documents outlining custodial arrangements must be provided to our office. The Weekday Preschool staff will follow the Court Orders on file. Either parent will be allowed to pick up a child unless legal documentation is provided stating otherwise.

Parents are responsible for their child once dismissed by staff. This includes the child’s behavior and safety.

SECURITY SYSTEMS

Our building has a security system. The doors to the preschool remain locked throughout the day. In order to receive assistance, you must press the round silver button on the panel outside the door, identify yourself, and someone will attend to your request.

First Baptist Church has video cameras for security purposes throughout campus, including the preschool building.

PARKING

Parking for our building is available in the large lot on the west side of our building. Please DO NOT block sidewalks or entrances when parking.

GUIDANCE

Our teachers make every effort to relate to each child in order to prevent behavior problems. We feel that discipline and guidance should be positive, consistent, and constructive. Our guidance practices are based on an understanding of each child’s needs and development, and all guidance is directed toward teaching the child self-control and acceptable behavior. If needed, a brief, supervised separation from the group may be used in the classroom or in the office. Should further guidance be necessary, parents may be asked to pick up the child from school. On rare occasions, the director reserves the right to counsel with parents and remove the child from Weekday Preschool either temporarily or permanently.

*As a facility licensed by Texas Health and Human Services,
we adhere to the following:*

Discipline and Guidance Policy

Discipline must be:

- (1) Individualized and consistent for each child
 - (2) Appropriate to the child’s level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child’s mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet;
- (9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time;
- (10) Requiring a child to remain silent or inactive for inappropriately long periods of Time for the child’s age.

Texas Administrative Code, Title 40, Chapter 746, Subchapter L, Discipline and Guidance

PAYMENTS

The Preschool and Kindergarten is operated as a non-profit, self-supporting ministry of First Baptist Church. Full payment is due for each day regardless of absences. There will be no refunds or discounts for illness or holidays.

The charges are for holding your child’s reserved spot in the program, not for periods of attendance. A yearly registration & supply fee is due upon enrollment. Notice of any changes in enrollment must be made in writing 30 days in advance.

The Payment Form provided in the registration packet outlines our preferred automated payment and self-pay options through MyProcare.com. Other forms of payment should be mailed or brought to the Preschool office or given to your child’s teacher at drop-off.

Payment of tuition is due by the 5th of each month. (Automated payments will occur on this date.) A tuition payment that is made after the 5th of the month will be considered past due. A late fee of \$1.00 per business day, past the 5th, will be added to your account.

If circumstances arise that make these payments impossible, please contact the director to make special arrangements. If May tuition is not paid by the 10th of the month, your child may be disenrolled.

TUITION AND FEES

	3 Day 9:00 - 12:00	5 Day 9:00 - 12:00	Kinder 8:00 - 12:00	1 Day per Week	2 Days per Week	3 Days per Week	4 Days per Week	5 Days per Week
*Registration & Supply Fee	\$200	\$300	\$325					
*Extended Care Supply Fee				\$20	\$35	\$50	\$65	\$80
Monthly Tuition	\$260	\$360	\$375					
Monthly Fee Early Drop (7:30 - 8:50)				\$18	\$36	\$54	\$72	\$90
Monthly Fee Extended Care (12:00 - 3:30)				\$50	\$100	\$150	\$200	\$250

ILLNESS

Children must not be brought to school if they are ill or acting in such a manner which you believe they are becoming ill. Parents will be notified to pick up children immediately if signs of illness occur during the day. Children must be free of fever (without the aid of Tylenol), diarrhea, vomiting, and/or other contagious symptoms for *at least 24 hours* before returning to school. Children may be excluded from attendance for longer than 24 hours when/if guidelines for COVID-19 or other contagious illnesses are in place.

Children must not return to school after a communicable disease until the doctor has released the child or the child no longer has symptoms.

Parents must report any illness or exposures to communicable diseases to school staff in order that the other parents may be alerted. The staff will inform parents when a child has been exposed to a communicable disease at school.

Parents must keep current office paperwork with the name of the child's doctor and the names and phone numbers of other adults to contact in the event a parent cannot be reached.

In the event of an accident or illness requiring medical attention, the child's parent will be called immediately. The child will be taken to his/her personal physician or emergency care facility by the teacher or director if we are unable to contact the parent.

IMMUNIZATIONS

A Health Professional's Statement must be completed and signed by the child's physician or health care professional. The State of Texas requires that this form, as well as a current immunization record (signed or stamped by physician or health personnel) and a TB questionnaire be kept on file. These documents must be turned in to the director at the time of the child's enrollment.

MEDICATION POLICY

We do not administer medication unless absolutely necessary and then only if prescribed by a doctor and with the Director's permission. The medication must be sent in the original container with the child's name and dosage clearly printed and a release form must be signed. Please do not send any medication (including over-the-counter medication) in backpacks. The parent must hand-deliver medication to the director or teacher.

POTTY TRAINING

Children should be fully potty trained* to begin preschool. An occasional accident is understood. Frequent accidents may indicate that more time for training is needed at home.

*Potty-trained children no longer wear diapers or Pull-Ups, can tell the teacher when they need to go to the bathroom, and can attend to their own hygiene. *Potty-trained children independently wipe themselves, flush the toilet and wash their hands with soap.*

SNACKS

A nutritional, commercially produced snack will be served each morning to students enrolled in our program. The snack menu is provided through social media and/or the daily folder.

Each student should bring a clean leak proof bottle with a flip-top or otherwise easy to open straw/lid containing **ONLY** fresh water every school day.

Please do not send sippy cups, pacifiers or chewing gum to school with your child.

FOOD ALLERGY EMERGENCY PLAN

A completed food allergy emergency plan must be provided at the time of enrollment and kept on file for children with a diagnosed food allergy or other serious illness.

PEANUT/NUT-FREE POLICY

FBC Weekday Preschool & Kindergarten cannot guarantee a peanut-free environment, but has adopted a peanut/nut-free policy in order to create an atmosphere that will reduce the risks to children with life threatening peanut/nut allergies. All foods provided by FBC Weekday Preschool & Kindergarten for the children to consume at snack time will be peanut/nut-free.

In addition, we require all of our families to refrain from sending peanuts, tree nuts or nut products to the school.

SUNSCREEN & INSECT REPELLENT

We do not apply sunscreen or insect repellent to our students. You may apply these products at home if desired. Please do not send sunscreen or insect repellent in backpacks.

CLOTHING

Students should be dressed comfortably for active play. Clothing should also have easy access for toileting purposes. Boots, flip-flops and backless shoes are discouraged, as they can be dangerous while running or climbing on play structures. Weather may change during the course of the day; in winter months, please ensure that your child wears or brings a jacket or coat for outside play. Please mark outdoor clothing with your child's name.

Please place an extra set of clothes for your child in a large Ziploc bag, labeled with his/her name, in their backpack. Accidents do occur, and they are handled more easily if the child has extra clothes readily available. The school is not responsible for lost/damaged clothing.

WEATHER

If weather permits, children will play outside daily. If the weather is severe, children will play in the church gym or other designated areas. Unless raining, children will play outside when the outside temperature/wind chill is 40 degrees or higher.

FBC Preschool & Kindergarten will follow Pleasant Grove Independent School District closing or late start schedule due to inclement weather.

TOYS AND PERSONAL ITEMS

Children should not bring personal toys or small objects to school, unless requested by the teacher. Young children do not share their favorite playthings well with others. Also, valuable and breakable items should not be brought to school. The school is not responsible for lost/damaged items.

WATER TABLES & WATER PLAY

Water tables (shallow tubs with water for sensory play and other learning activities) are occasionally present in the classroom. Other water activities such as wading pools or water sprinklers may be used on rare occasions with extra adult supervision, advance notice and parent permission.

HEARING AND VISION SCREENING

Hearing and vision will be screened for students in our 4 and 5 year old programs within 120 days of enrollment. Parents will be notified of the results following the screening.

BIRTHDAYS

Each child will receive recognition on his/her birthday by their teacher. Parents may provide refreshments (nut-free cupcakes, cookies, etc. from a commercial bakery) for their child's class.

Party invitations may be given out at school if every child in the class is included. *No birthday parties may be held during school and no individual gifts distributed on birthdays or other holidays.*

TRANSPORTATION

We transport children only in the event of an emergency or field trip. Transportation for field trips will usually be on church vehicles. On some occasions personal vehicles may be used with parental permission.

State law requires children younger than 8 years old or less than 4'9" tall to be secured in a child passenger safety seat system. Parents will be asked to supply their own safety seat for travel on vehicles other than the bus. No restraints are required when traveling in the large bus.

FIELD TRIPS & SPECIAL EVENTS

Parental consent is required for a child to go on a field trip. Parents will be notified when a trip is planned. A small fee may be assessed in order to defray the cost of tickets or other costs for field trips or special events.

On occasion, our students may receive visits from area businesses for the purpose of educational instruction aligned with our curriculum. When this occurs, we may send home promotional materials from the business which provided an educational experience.

ANIMALS

In accordance with Licensing requirements, animals are not normally allowed in the classroom or facility. In rare instances, with advance notice and parental permission, approved animals may be present.

EMERGENCY PLANS

Safe practices at FBC Weekday Preschool & Kindergarten include an emergency preparedness plan and monthly fire drills as well as periodic severe weather, shelter and lockdown drills.

In the event of an emergency, parents, guardians and/or other individuals listed as contacts will be notified by phone with a time and location for safe pickup. Please inform our office immediately of changes to contact information in order to ensure receipt of important communication.

In the event of an evacuation and relocation, students and staff will be moved to Williams Memorial United Methodist Church, located at 4000 Moores Lane.

UNSAFE CHILDREN'S PRODUCTS

Recalls of unsafe consumer/children's products are available at www.cpsc.gov and at www.dfps.state.tx.us. Recall lists are monitored for products in use at school.

SMOKING, ALCOHOL & CONTROLLED SUBSTANCES

Smoking is prohibited inside and outside the Preschool.

Alcoholic beverages and drugs are prohibited at all times. Staff may telephone alternate pick-up authorizations or the Texarkana Police if they observe someone attempting to pick up a child while seemingly impaired or under the influence of a controlled substance.

WEAPONS

Only law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.

Weapons and/or guns of any kind are prohibited on the premises of First Baptist Weekday Preschool and Kindergarten for all other persons.

GANG-FREE ZONE

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone. Criminal offenses within this zone related to organized criminal activity are prohibited and subject to harsher penalties.

SCHOLARSHIPS

Because Weekday Preschool & Kindergarten is a ministry of First Baptist Church, it is our desire that our program be available to any child, regardless of economic circumstances. For this reason, a scholarship fund, funded primarily through private donations, has been established to assist children who would benefit from attending our program. Scholarship applications are available to any child regardless of race, color, and national or ethnic origin. Scholarships are determined by the First Baptist Weekday Preschool Scholarship Committee according to availability and financial need.

CHURCH AND COMMUNITY ACTIVITIES

Students and their families are always invited and encouraged to attend activities and events at First Baptist Church Texarkana. You will receive notice of special events in your child's folder from time to time.

The Preschool Office occasionally receives notices from local schools, athletic organizations, businesses, etc. These may be placed in your child's folder at the discretion of the Director; this does not indicate our endorsement of the organization/program.

WAYS PARENTS CAN HELP

- Help your child look forward to attending school each day.
- Allow ample preparation time each morning so that your child will not be unnecessarily hurried.
- A good night's sleep and breakfast before school can have a positive impact on your child's day.
- Talk with your child about his/her teacher, the other children, and things they do or places they go.
- Please read your child's folder each day and support your teacher's discipline policy.
- Eagerly look at the things your child brings home.
- Proudly display his/her creations in a prominent place.
- Read to your child daily; actively participate in his/her learning.
- Notify the school director and your child's teacher immediately if your child has or has been exposed to any contagious disease.
- Notify the school of any change in address, telephone number, job, or any other information that was recorded when your child was enrolled.
- Be a part of your child's spiritual development by reading Bible stories to your child, praying with your child, and attending Sunday School and church with your child.

INCLUSIVE SERVICES - CHILDREN WITH SPECIAL CARE NEEDS

Our practice is to include children with special care needs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of our program.

EXCLUSION/EXPULSION

Although it is not our desire or usual practice to exclude or expel students, there are instances when this may occur, which include:

ILLNESS - For the protection of all students and staff, children are excluded from attending when they exhibit contagious symptoms (such as fever, diarrhea, vomiting, excessive mucus or excessive coughing). Children must be free of fever (without the aid of medicine) and contagious symptoms for at least 24 hours before returning to school. Children may be excluded for exposure to contagious illness such as COVID-19, in accordance with guidelines from health organizations. Special policies will be provided to you in writing when implemented.

NON-PAYMENT - Please communicate with the Director if circumstances arise that make monthly payments impossible. If payments become more than 30 days overdue, a student *may* be disenrolled.

GUIDANCE - Our teachers make every effort to relate to each child in order to prevent behavior problems. We feel that discipline and guidance should be positive, consistent, and constructive. Our guidance practices are based on an understanding of each child's needs and development, and all guidance is directed toward teaching the child self-control and acceptable behavior. If needed, a brief, supervised separation from the group may be used in the classroom or in the office. Should further guidance be necessary, parents may be asked to pick up the child from school. On rare occasions, the director reserves the right to counsel with parents, to require that the student be evaluated by an independent professional, and to remove the child from Weekday Preschool either temporarily or permanently.

POTTY-TRAINING - Children must be fully potty trained to begin preschool. An occasional accident is understood. Frequent accidents may indicate that more time for training is needed at home. In rare instances, the director reserves the right to counsel with parents and remove the child from Weekday Preschool temporarily.

IMMUNIZATION EXEMPTIONS - If an outbreak of a communicable disease occurs in our area, unimmunized children may be excluded from attendance at the discretion of the Director with advisement of the Bowie County Health Center.

VALUES OF CREATIVE LEARNING CENTER ACTIVITIES

Creative activities can promote growth, enjoyment, confidence, and security.

THROUGH BLOCKS A CHILD:

- *has the opportunity for using large muscles (lifts, stacks)
- *chooses sizes and shapes
- *learns to use his/her own ideas
- *learns to make decisions
- *may enjoy conversation
- *experiments in working with others
- *begins to recognize rights of others
- *learns to put materials away

THROUGH BOOKS A CHILD:

- *may enjoy handling and looking at them
- *may get new ideas and develop interest in other things
- *learns to take responsibility for the care of books
- *becomes familiar with print
- *retells familiar stories
- *models reading left to right

THROUGH DRAMATIC PLAY A CHILD:

- *plays out home experiences
- *develops muscular coordination (ironing, rocking)
- *has the opportunities to "help" (cook, set table, dust, wash dishes, bathe and rock "baby")
- *may have worship opportunities ("thank you" at meal time)
- *may begin to cooperate with others
- *reveals thoughts and attitude through conversations
- *retells stories that are read to him

THROUGH NATURE MATERIALS A CHILD:

- *learns to appreciate beauty
- *begins to associate God with his/her experiences
- *enjoys sensory experiences (smelling, tasting, touching)
- *has opportunities for worship
- *becomes more aware of his/her surroundings
- *learns to help care for plants and animals
- *may develop sympathy and tenderness
- *responds more easily to new situations

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THROUGH PICTURES A CHILD:

- *enjoys handling and looking at them
- *learns to interpret them
- *may enjoy conversation
- *develops his/her imagination
- *may understand stories more clearly
- *may play out similar experiences
- *likes to play picture games
- *enjoys recognition of familiar objects

THROUGH MUSIC A CHILD:

- *may become sensitive to beauty and harmony
- *may create his/her own music
- *has opportunities for feelings of wonder and worship
- *feels good inside when music expresses his/her mood
- *enjoys listening to and playing of music
- *has opportunities for emotional outlets
- *may want to sing with one or two others

THROUGH PUZZLES A CHILD:

- *enjoys a sense of achievement
- *learns to think and reason
- *learns to work independently
- *has opportunities for choices
- *may enjoy conversation
- *associates his/her experiences with pictures in the puzzles
- *develops coordination

THROUGH ART MATERIALS A CHILD:

- *enjoys sensory experiences (seeing, feeling)
- *has opportunity to think for himself
- *has outlets for emotional tensions and frustrations
- *enjoys manipulation (squeezing, pounding, pulling)
- *enjoys making things
- *likes color and experiments with it
- *discovers interesting ways to use materials.

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