

**FIRST FRIENDS
PRESCHOOL
2018-2019 HANDBOOK**

First Baptist Church
Durant, Oklahoma

FIRST FRIENDS PRESCHOOL 2018-2019 HANDBOOK

First Baptist Church
Durant, Oklahoma

Parents,

Welcome to the First Friends Preschool. Please read this handbook to become familiar with our policies and procedures. Following these rules will help ensure our school year will be an enjoyable and educational one. In addition, following these procedures will also help establish good routines in preparation for public school expectations.

Please sign and date the note on the last page and return to your child's teacher to confirm you have read our handbook.

The First Friends Staff & Committee

ENROLLMENT

We open enrollment April 1 for the next school year. The application will request an updated Immunization record.

SCHEDULE

3-Year-Old Class: Tuesday and Thursday

4-Year-Old Class: Monday, Wednesday and Friday

School hours are 8:30 a.m. – 2:30 p.m.

ARRIVAL/DISMISSAL

The doors to the school hallway will be unlocked 8:20 a.m. - 8:40 a.m.

If you arrive after 8:40 a.m., you will need to go the office to request a church staff member to escort you to the classroom.

Please be prompt to pick up your child at the end of the day. The doors to the school hallway will be unlocked 2:20 p.m. - 2:40 p.m. **For each day you are late to pick up your child, there will be a \$5 fee added to your next month's tuition.**

CALENDAR

Our school follows the Durant Public School schedule, with the exception of any Fridays in April & May they do not have class, we will. First Friends will not have class on Good Friday.

TUITION

3-Year-Old Class:

*Children must be 3 years old by September 1.

***\$150.00/month**— each calendar month, August-May

4-Year-Old Class:

*Children must be 4 years old by September 1.

***\$225.00/month**— each calendar month, August-May

Tuition is due on the 1st of each month and is payable by the 10th of each month in the church office or online through Realm.

A **\$10.00 late fee** will be added for payments made after the 10th of any month. If payment is not received by the 10th of each month, a warning letter will be issued. If no payment is made by the end of that month, the parent/guardian will be contacted by the director and the child will be dropped from the roll. The parents will be responsible for the monthly tuition, whether the child is in attendance or not. Two weeks notice of withdrawal is required.

ATTENDANCE

Please let the teacher know, when your child will be absent. Any child absent from school for more than two weeks will be assumed to have withdrawn from the school and their place will be filled by another child, unless the current month's tuition has been paid or the child is seriously ill and the director has been notified. Tuition will not, in any event, be pro-rated and no refunds or credits will be given, whether the child is absent due to illness, vacation or for any other reason.

SAFETY

Following these rules will help to ensure the safety of your child.

Bring your child to the classroom door. Do not drop them off outside the church. This will prevent any wandering before children come under the control of the teacher.

No person may take any child from the school unless he or she has been specifically authorized to do so and the teachers have been advised accordingly by the parent/guardian of the child. These people must be listed on the registration form. If changes occur in car pools, etc., please notify the teacher.

In the event that you will be unavailable during school hours, please be sure that the person whom we are to contact under such circumstances will be available should an emergency arise.

The school does do periodic safety drills (fire, tornado, etc.) with the students.

Parents are asked to ensure their child does not bring any personal items to school. (For example: toys, bottles, cups, pacifiers, etc.) The only exception is on specified "Show and Tell" days or a special blanket & pillow to be kept here.

FIELD TRIPS

Outings will be arranged for the children periodically. Parents are welcome and encouraged to join the class. The school pays for the child to attend but not the parents or other siblings. If you do not want your child to attend an outing, you will need to keep them at home that day.

SICK POLICY

Parents are requested to keep their child at home if the child has a fever, cold, vomiting, diarrhea, or any contagious disease or infection. This will help us avoid the risk of spreading childhood diseases or illnesses.

If it is determined a child has a temperature or otherwise appears ill, you will be asked to pick up your child at school. Children returning to class must be free from fever & symptoms for 24 hours.

RESTROOM POLICY

Children need to be fully potty-trained to attend First Friends Preschool. The child needs to be able to tell the teacher they need to go potty.

If the child has an accident, they need to be able to tell the teacher.

If the child has a bowel movement in their pants, the parent will be called to come change the child.

If accidents occur regularly and are causing disruptions and the child appears to not be fully potty-trained, the child could be dismissed from the school.

CLOTHING

Children should be dressed in weather appropriate, every day, play clothing, since clothing may get dirty during crafts or outside play, etc. Children's outer clothing (coats, hats, boots, etc.) should be clearly marked with the child's name. We cannot be responsible for lost clothing, etc.

Please remember coats and jackets for the cold weather!

Your child's teacher will request a change of clothing to be kept at school at the beginning of the school year.

NAP MATS/PILLOWS & BLANKETS

The children will have a rest time each day. The school provides a nap mat. The child will bring a small pillow and blanket that can be left at the school. The parents will be responsible for laundering those items, at their discretion.

DISCIPLINE

While we understand that our students are young and are still learning how to follow rules, share, use kind words, etc., there are still some expectations we have for their behavior. The parent's cooperation is desired in necessary disciplining of children. Enrollment may be revoked if the child is found to be uncooperative or uncontrollable.

- Students must respect their teachers, classmates, and other church staff.
- Students are not to hit other children, teachers or staff members.
- Students are not to use vulgar language.
- Students must be willing to follow directions.
- Students are expected to stay in the classroom at appropriate times.

Students who are not willing/able to follow these expected behaviors will:

1. Be given a warning.
2. Be given a time-out.
3. Take a note home to the parents.
4. Have a Parent/Teacher meeting.
5. Parent conference with the preschool director to discuss continued enrollment in the school. Dismissal from the school will be at the discretion of the director or teacher.

Severe Infraction – Immediate referral to the director.

CLASSROOM VISITS

There will be special days during the year, when parents will be invited for special events.

NOTIFICATION OF NO SCHOOL

If the Durant Public School system cancels classes due to inclement weather, preschool classes will also be cancelled. First Friends Preschool follows the Durant Public School Schedule.

CURRICULUM

3-Year-Old Class: A Beka 3 year old curriculum.

4-Year-Old Class: A Beka Kindergarten-4 curriculum.

We follow the same Preschool Goals the Oklahoma State Department of Education has.

FOOD

Children will need to bring their own lunches to school each day with a drink. Please do not send items that need cooking.

Please let your teacher know, if your child has any food allergies.

WHAT WILL YOUR CHILD DO?

- They will get personally acquainted with the teacher.
- They will explore many activities such as painting, constructing, manipulating, building and observing.
- They will talk with others their age. They will plan with them and share stories or experiences with them.
- They will take care of all their health chores, such as going to the bathroom, washing hands, and drinking from the fountain.
- They will play outdoors during a directed period.
- They will learn Bible stories and have Chapel time.
- They will use the playground equipment.
- They will work quietly and alone at times on activities they enjoy. This may be putting a puzzle together, arranging pictures in sequence or matching like objects.
- They will listen to music and will sing many songs.
- They will interpret rhythmic patterns through bodily movements.

HOW CAN YOU HELP?

- * Please help your child make the transition into the classroom as easy as possible by letting them walk into the school. (Please avoid carrying them.)
- * Teach your child to dress himself/herself and then allow them to do so.
- * Teach traffic and safety rules and the importance of obeying them.
- * Encourage the child to speak distinctly and correctly. Do not permit baby talk.
- * Read good books to your child.
- * Sing to your child and encourage your child to sing to you. Help your child to enjoy music.
- * Encourage creative activities such as: drawing, coloring, painting, cutting, pasting, clay modeling, etc.
- * Give your child some responsibility in the home...and expect it to be carried out. Send them on errands around the house.
- * Share experiences with your child. Talk to them as you would an adult. Your child has as much intelligence as you have. They merely lack experience. It is your privilege to give them this experience.
- * Teach your child their name, address, telephone number, father's/mother's name and occupation, and their own birthday.
- * Should they show a desire to print their name, be sure they use the proper manuscript letter forms: small letters should be used except where capitals are called for.
- * Be sure he/she has a complete year of school. It will help teach your child responsibility and the importance of school. It will do much to assure him/her a happy and successful entrance to Kindergarten.

First Friends Preschool Expectations

The following items will be included each school year for our classes.

- *Chapel Daily
- *Christmas Program
- *End of the Year Program
- *Field Trips - 1 per semester
- *Holiday Class Parties: 1. Fall 2. Christmas 3. Valentine's Day
4. Easter (unless a field trip)
- *Meet the Teacher Night
- *Open House for perspective student* - Spring semester, when enrollment starts
- *Parent/Teacher Conference will be scheduled for all Pre-K students in the Spring semester
- *Recess Daily - Outside. If the wind chill is at or below 40 degrees or raining, will be in the Family Life Center.
- *Safety Drills - Fire, Tornado, etc.
- *Thanksgiving Lunch Program

Parents can contact teachers with concerns at 580-924-3573 to leave a message or email: firstfriends@fbcdurant.org Our teachers will respond to the parent and the concern within one business day.

- 1. COMPLETE & SIGN FORM**
- 2. DETACH FROM BOOK**
- 3. RETURN TO YOUR CHILD'S TEACHER**

I, the parent / guardian of the student named below

(Student's Name)

acknowledge that I have received a copy of the 2018 – 2019
First Friends Preschool Handbook.-

Signature of Parent / Guardian

Date