

FIRST BAPTIST ROSWELL PRESCHOOL AND KINDERGARTEN

POLICIES AND PROCEDURES HANDBOOK

INTRODUCTION

The intent of the First Baptist Preschool-Kindergarten Policy and Procedures Manual is to provide a comprehensive guide for the policies, procedures, and practices of the preschool. The manual is designed to ensure that all staff members, parents, and children understand the expectations and requirements for the operation of the preschool.

The intent of this manual is to:

- Ensure the safety and well-being of all children in the preschool.
- Provide a Christian-based educational program that promotes the physical, emotional, social, cognitive, and spiritual development of each child.
- Establish clear policies and procedures for the operation of the preschool, including enrollment, tuition, attendance, health and safety, discipline, and parent involvement.
- Ensure that all staff members understand their roles and responsibilities and are trained in the curriculum, policies, and procedures of the preschool.
- Promote open communication between staff members, parents, and children to ensure that everyone is informed about the educational program and the policies and procedures of the preschool.
- Provide a framework for continuous improvement and evaluation of the educational program and the policies and procedures of the preschool.

The purpose of this manual is to create a safe, nurturing, and stimulating environment that encourages children to develop a love for learning and a lifelong commitment to Christian values and principles. By providing a comprehensive guide for the operation of the preschool, we aim to ensure that all children receive the highest quality education and care possible.

PHILOSOPHY AND PURPOSE

The purpose of First Baptist Preschool-Kindergarten is to provide a Christian-based educational program that promotes the physical, emotional, social, cognitive, and spiritual development of

each child. Our goal is to create a safe, nurturing, and stimulating environment that encourages children to develop a love for learning and a lifelong commitment to Christian values and principles.

We strive to achieve our purpose by:

- Providing a Christian-based curriculum that includes Bible stories, Christian values, and principles that promote moral and ethical behavior.
- Offering developmentally appropriate education that is tailored to meet the individual needs of each child, using teaching strategies, materials, and resources that foster a love for learning and exploration.
- Encouraging play-based learning activities that allow children to explore, discover, and learn through hands-on experiences and play.
- Promoting collaborative learning activities that encourage children to work together, develop socialization and communication skills, and learn from each other.
- Encouraging parental involvement in their child's education, providing opportunities for parents to participate in preschool and classroom activities.

Our purpose is to provide a foundation for children to grow and develop spiritually, intellectually, and emotionally. We strive to create a community of learners, where children, staff, and parents work together to promote the educational, emotional, and spiritual development of each child. By achieving our purpose, we aim to empower children to become responsible and caring members of their communities, making a positive difference in the world.

NON- PROFIT ORGANIZATION

First Baptist Preschool-Kindergarten operates as a non-profit school dedicated to providing quality education to our students regardless of their economic background.

As a non-profit organization, we rely on the generous support of donors to sustain our mission and continue providing a high-quality education to our students. Our fundraising efforts go towards providing financial aid to students in need, investing in technology and resources to enhance the learning experience, and supporting our dedicated teachers and staff.

We are grateful for any amount our parents and community supporters can donate, as these contributions help us continue providing a supportive and enriching learning environment for our students. Together, we can create a brighter future for our school and the community we serve.

ORGANIZATIONAL STRUCTURE

The Weekday Education Programs are administered by a committee composed of the Minister of Children, Director of Preschool-Kindergarten and Mother's Morning Out and church members who relate to the field of education. These are appointed by the church nominating committee and approved by the church. The staff are composed of a Preschool Director, Teachers, Teacher Assistants and Administrative Assistant.

ENROLLMENT/ACCEPTANCE POLICY

First Baptist Preschool-Kindergarten is open to all children regardless of race, religion, ethnicity, or gender. To enroll a child, the following policies and procedures must be followed:

- **Application Process:** Parents or guardians must complete an application form and provide all required documentation.
- **Priority Enrollment:** Priority enrollment will be given to members of First Baptist Roswell Church and children who are presently enrolled in the program.
- **Registration Fee:** A non-refundable registration fee must be paid at the time of enrollment.
- **Class Sizes:** Class sizes will be determined based on the age and developmental needs of the children. We strive to maintain a low student-to-teacher ratio to ensure that each child receives individual attention and care.
- **Waitlist:** If a class is full, parents or guardians may place their child on a waitlist.
- **Tuition and Fees:** Tuition and fees for the First Baptist Preschool-Kindergarten will be established annually. Parents or guardians are responsible for paying tuition and fees on time and in full.
- **Special Accommodations:** First Baptist Roswell Preschool-Kindergarten strives to accommodate the needs of each of the children enrolled in our program; however, the Preschool Director reserves the right to meet with parents before registration to determine if their child's needs can be accommodated at the school. Parents are often encouraged to assist with special activities to help our staff facilitate the needs of their child (i.e., staying within the school building or nearby, being on immediate call, facilitating special medical needs). If it is determined by a staff member that any child is having difficulty, struggling, becoming frustrated or disrupting the learning environment for other children, the Preschool Director may be called in to observe. The Preschool Director and teacher will meet with the parents. If the situation continues, the parents will be asked to withdraw the child.
- **Dismissal:** First Baptist Preschool-Kindergarten reserves the right to dismiss enrollment for any reason, including but not limited to non-payment of tuition, failure to comply with policies and procedures, or disruptive behavior.

TUITION

Tuition fees are established each year by the preschool administration and are subject to change. Tuition fees are due on the first of each month. If tuition fees are not received by the 10th day of the month, a late fee will be assessed. The late fee will be determined by the preschool administration and will be added to the online portal. If tuition fees are not received within 45 days of the due date, the child may not be able to attend preschool until payment is received in full, or prior arrangements have been made with the Director.

Our overdue payment policy is designed to ensure that we can continue to provide high-quality education and care to all our students. We understand that unforeseen circumstances can arise that may prevent timely payment of tuition fees. However, we must enforce our overdue payment policy to ensure the financial stability of our preschool. If you are having difficulty making tuition payments, please contact the Preschool Director as soon as possible to discuss options. Thank you for your cooperation in adhering to our payment policies.

Tuition remains the same each month – except August (will be prorated) – regardless of Holiday breaks or number of weeks in a month. Lunch Bunch will start in September.

TRANSPORTATION - CARPOOL - FIELD TRIPS

At First Baptist Preschool-Kindergarten, we believe the safety of your child is of utmost importance. As such, to ensure the safety of every child, parents are responsible for making all transportation arrangements. School staff cannot transport a child to, or from, school.

Carpool:

- **Arrival:** School begins at 9:00 a.m. (no child is to be dropped off prior to 8:45 a.m.) Carpool is from 8:45-9:10.
- **Dismissal:** Children will be dismissed at 12:00 p.m. and 1:15 p.m. if they stay for Lunch Bunch, Monday through Thursday. Friday dismissal is at 12:00 p.m.
- **Late Arrival:** Children arriving after the school start time must be brought to the front office by a parent or guardian. Children may not be taken directly to their classroom.
- **Late Pickup:** At the discretion of the Preschool Director, a PER INCIDENT FEE may be charged if a child is not picked up at their designated time. Parent(s) will be contacted if a child is not picked up within 15 minutes of dismissal.
- **Transportation Change:** No child will be released to any individual not registered with the school, or who does not have written approval from the parent. Any transportation changes must be conveyed directly from the parent to the teacher (hand-written, text, or email)
- **Car Seat:** No child will be released to a parent without a car seat available for the child in the vehicle.

Field Trips:

- All visitors, speakers, field trips etc., must be approved by the Preschool Director
- Permission forms signed by the parents are necessary for a child to leave the school grounds.
- While on field trips to locations away from school, all children must be in car seats. All others should be in individual seat belts. More than one child to a seat is not permitted.
- Field trip drivers must be 21 years of age, licensed and insured.
- The Preschool Director has the discretion to cancel any field trip, speaker, or activity due to weather or any other reason the Director feels may inhibit the safety of the children.

PARENTAL INVOLVEMENT

At First Baptist Preschool-Kindergarten, we believe that parental involvement is a crucial component of a child's educational success. Parents are a child's first teachers, and their involvement in their child's education can significantly impact the child's development and academic achievement. When parents are actively involved in their child's education, they provide a powerful foundation for learning and a positive influence on their child's growth and development.

We encourage all parents to be actively involved in their child's education, attending parent-teacher conferences, volunteering in the classroom, and participating in school events and activities. We believe that when parents participate in their child's education, they provide a powerful foundation for learning and contribute to the growth and development of the whole child.

CURRICULUM

The First Baptist Preschool-Kindergarten curriculum section of the Policy and Procedures Manual aims to outline the educational program for the children enrolled in the preschool. The curriculum section defines the preschool's goals and objectives and outlines the teaching strategies, materials, and evaluation processes to ensure that the educational program meets the needs of the children.

Goals and Objectives:

The First Baptist Preschool-Kindergarten curriculum aims to provide a nurturing and stimulating environment that fosters the physical, emotional, social, cognitive, and spiritual development of each child. The curriculum goals and objectives include:

- To provide a Christian-based curriculum that teaches the Bible, Christian values, and principles.
- To promote academic excellence by providing developmentally appropriate activities that enhance the children's language, math, science, and literacy skills.
- To encourage socialization and communication skills through group activities, play, and interaction with peers and adults.
- To foster emotional and physical development through activities that promote creativity, imagination, and physical exercise.
- To provide a safe and healthy environment that meets the children's basic needs and ensures their well-being.

Teaching Strategies:

The First Baptist Preschool-Kindergarten curriculum uses a variety of teaching strategies that are developmentally appropriate and tailored to meet the individual needs of each child. The teaching strategies include:

- **Center Based hands-on learning:** Center-based learning is a developmentally appropriate way to help children learn and develop. It allows children to explore, discover, and learn through hands-on experiences and play.
- **Direct instruction:** Direct instruction is used to teach specific skills or concepts through structured lessons that include explanations, demonstrations, and practice activities.
- **Collaborative learning:** Collaborative learning is used to encourage children to work together and learn from each other through group projects and activities.
- **Individualized learning:** Individualized learning is used to tailor the curriculum to meet the specific needs and abilities of each child.
- **TV/Screen viewing:** Limited use for educational purposes or dedicated events.

Materials and Resources:

The First Baptist Preschool-Kindergarten curriculum uses a variety of materials and resources that support the teaching strategies and goals of the curriculum. These materials and resources include:

- Age-appropriate books, toys, and games that promote language, literacy, and cognitive development.
- Art supplies and materials that encourage creativity and imagination.
- Science materials and resources that promote exploration and discovery.
- Music and movement resources that encourage physical activity and coordination.

Evaluation and Assessment:

The First Baptist Preschool-Kindergarten curriculum uses ongoing evaluation and assessment to ensure that the educational program is meeting the needs of the children. Evaluation and assessment include:

- Observation and documentation of children's progress through daily assessments.
- Standardized assessments of children's skills and abilities.
- Parent-teacher conferences to discuss children's progress and set goals for the future.

ACADEMIC CURRICULUM

Kindergarten

Our academic curriculum for five-year-old's is designed to prepare them for a successful transition to first grade. Our curriculum is based on the state standards for first grade readiness and includes the following components:

- **Bible Study:** Our Bible study curriculum emphasizes the love of God and the importance of faith. We use Bible stories, songs, and prayer to help students develop a strong spiritual foundation. A devotion is held each morning, consisting of a Bible story, prayer and pledge to the American flag.
- **Language Arts:** Our language arts curriculum focuses on developing literacy skills, including phonics, reading comprehension, and writing. We use a variety of teaching strategies, including interactive read-aloud, guided reading, and shared writing.
- **Math:** Our math curriculum emphasizes number sense, counting, sorting, patterning, and problem-solving. We use hands-on materials, games, and real-life situations to help students develop a strong foundation in math concepts.
- **Science:** Our science curriculum introduces students to basic science concepts, such as living and nonliving things, weather, seasons, and animals. We use a combination of exploration, experimentation, and inquiry-based learning to engage students in the world around them.
- **Units & Objectives:** Phonetics, alphabet, numbers (1-100), ordinal numbers, time, money, social (helpers, health, family), writing, art (painting & crafts), and physical education.

Four-Year-Old's

Our academic curriculum for four-year-old's is designed to provide a developmentally appropriate and engaging learning experience that lays the foundation for success in kindergarten. Our curriculum is based on the state standards for preschool learning and includes the following components:

- **Bible Study:** Our Bible study curriculum emphasizes the love of God and the importance of faith. We use Bible stories, songs, and prayer to help students develop a strong spiritual foundation. A devotion is held each morning, consisting of a Bible story, prayer and pledge to the American flag.
- **Language Arts:** Our language arts curriculum focuses on developing pre-reading skills, including phonemic awareness, vocabulary, and letter recognition. We use a variety of teaching strategies, including interactive read-aloud, letter and sound recognition activities, and storytelling.
- **Math:** Our math curriculum emphasizes number recognition, counting, and sorting. We use hands-on materials, games, and real-life situations to help students develop a strong foundation in math concepts.
- **Science:** Our science curriculum introduces students to basic science concepts, such as plants, animals, and the environment. We use a combination of exploration, experimentation, and inquiry-based learning to engage students in the world around them.
- **Units & Objectives:** First and last name, age, address, body parts, colors, seasons, weather, calendar, alphabet, numbers, rhyming words, opposites, and textures.

Three-Year-Old's

Our academic curriculum for three-year-old's is designed to provide a nurturing and engaging learning experience that encourages exploration and discovery. Our curriculum is based on the state standards for preschool learning and includes the following components:

- **Bible Study:** Our Bible study curriculum emphasizes the love of God and the importance of faith. We use Bible stories, songs, and prayer to help students develop a strong spiritual foundation.
- **Language Development:** Our language development curriculum focuses on building vocabulary, sentence structure, and listening skills. We use a variety of teaching strategies, including stories, rhymes, songs, and interactive activities.
- **Math:** Our math curriculum introduces students to basic concepts such as counting, sorting, and shapes. We use hands-on materials, games, and real-life situations to help students develop a strong foundation in math concepts.
- **Science:** Our science curriculum introduces students to basic science concepts, such as plants, animals, and the environment. We use a combination of exploration, experimentation, and inquiry-based learning to engage students in the world around them.
- **Units & Objectives:** Spiritual awareness through music, bible stories, working and playing with others, recognizing their name, match and identify shapes and colors, recognize letters of the alphabet, count objects 1-10, and cut out shapes and objects.

Two-Year-Old's

We believe that children develop their social skills through positive interactions and experiences with others. Our academic curriculum for two-year-old's is designed to promote social development and provide a safe and nurturing environment that encourages exploration and

learning. Our curriculum is based on state standards for early childhood development and includes the following components:

- **Bible Study:** Our Bible study curriculum emphasizes the love of God and the importance of faith. We use Bible stories, songs, and prayer to introduce children to the love of Jesus and the joy of worship.
- **Social Development:** Our social development curriculum focuses on teaching children how to interact with others and develop positive relationships. We use a variety of activities, such as dramatic play, sharing, and turn-taking, to help children learn to work together and build friendships.
- **Language Development:** Our language development curriculum focuses on building vocabulary, sentence structure, and listening skills. We use a variety of teaching strategies, including stories, rhymes, songs, and interactive activities to help children develop their language skills.
- **Fine Motor Skills:** Our fine motor skills curriculum focuses on developing children's hand-eye coordination, dexterity, and muscle strength. We use a variety of activities, such as coloring, drawing, and cutting, to help children develop their fine motor skills.
- **Gross Motor Skills:** Our gross motor skills curriculum focuses on developing children's coordination, balance, and physical stamina. We use a variety of activities, such as outdoor play, dancing, and obstacle courses, to help children develop their gross motor skills.
- **Units:**
 - All About Me: Focuses on each child's uniqueness.
 - The Five Senses: Introduces each of the five senses.
 - Clean and Healthy: Focuses on ways children can help themselves stay healthy, such as eating properly, wearing seasonal clothes, washing hands before meals, brushing their teeth and getting enough sleep.
 - Social Skills: Includes good manners and sharing feelings
 - Nature: Focuses on learning about the various animals and their suns, habitats and physical characteristics.
 - Transportation: Focuses on different types of transportation and the scientific concepts required for each kind of movement.

CHAPEL

Chapel will be held once a month from 9:30-9:50 (in the Chapel). A FBR minister will conduct a child' worship.

CLASSROOM NEWSLETTERS

A newsletter or calendar will be sent home each month. These newsletters will include information on curriculum, special events, programs, fundraisers, holidays, refreshment reminders, and special school supply requests.

STAFF TRAINING AND EDUCATION:

All First Baptist Preschool-Kindergarten staff members are required to undergo training and education to ensure that they are equipped to provide quality care and education for children. The following training and education requirements must be met:

- **CPR and First Aid Certification:** All staff members must hold current certification in CPR and First Aid.
- **Background Checks:** All staff members are required to undergo a background check before working with children. This includes a criminal background check and a check of the state child abuse registry.
- **Minimum Qualifications:** All lead teachers must meet the minimum qualifications for preschool-kindergarten educators in the state of Georgia.

SUBSTITUTE TEACHERS

At First Baptist Preschool-Kindergarten, we recognize the importance of always providing a safe and nurturing environment for our students. We also understand that there may be situations when a regular teacher is unavailable due to illness or other unforeseen circumstances. To ensure the continuity of learning and to maintain our high standards of care, we have established the following policy regarding substitute teachers.

- **Qualifications:** Substitute teachers must meet the same qualifications and standards as our regular teachers. This includes having a background check, meeting school requirements for education and experience, and demonstrating an understanding of our curriculum and policies.
- **Continuity of Care:** Substitute teachers will be provided with all necessary information about the class and the students, including lesson plans, schedules, and any special needs or accommodations.
- **Supervision:** All substitute teachers will be supervised by a designated staff member, who will provide support and guidance as needed.
- **Feedback:** Regular teachers will communicate with substitute teachers to ensure continuity of instruction and to provide feedback on any necessary adjustments to the lesson plans.

PARENT/TEACHER CONFERENCES

Scheduled conferences are set up by the kindergarten twice a year for all five-year-old students. In the spring, the teacher will have a conference with the parents for each child to discuss the Metropolitan Readiness Test results.

Conferences for all other classes are set up at the request of a parent or the discretion of a teacher.

DISCIPLINE

At First Baptist Preschool-Kindergarten, we believe that discipline is an important part of teaching children appropriate behavior and developing good character. Our approach to discipline is centered on positive reinforcement and consistency, and we strive to create a safe and nurturing environment for all children in our care. Positive reinforcement is used to encourage and promote good behavior.

One of the discipline techniques we use at First Baptist Preschool-Kindergarten is "time out." Time out is a brief period during which a child is removed from the group and placed in a quiet and safe space. This technique is used to help a child calm down and regain control of their behavior.

Consequences for inappropriate behavior will be modified for each individual child, taking into consideration the child's age and personality.

Time out is used when a child's behavior becomes disruptive, unsafe, or disrespectful to others. Examples of behavior that may result in time out include hitting, kicking, biting, or screaming. All incidents will be noted by the teacher and communicated to parents for all incidents involving biting.

After the time out period is over, the child is allowed to rejoin the group and continue with their day. The teacher will take a few moments to talk with the child about their behavior and help them understand why their behavior was inappropriate. The teacher will also help the child identify alternative behaviors that are more appropriate. If the time out approach does not work, the child is taken to sit in the Preschool Director's office and the parents are notified based on the severity of the offense.

First Baptist Preschool-Kindergarten encourages open communication between teachers and parents to help recognize and reinforce appropriate behavior. This includes teachers communicating their concerns to parents and working with parents to put a plan of action in place to ensure the best possible outcome for their child. If a problem continually arises with a child, or if their actions continue to put other children at risk, the Preschool Director may ask the parents to withdraw the child from the program.

INCIDENT REPORT POLICY

At First Baptist Preschool-Kindergarten, we strive to provide a safe and nurturing environment for all our students. However, in the event of an accident, injury, or other incident involving a student, we have established an incident report policy to ensure that parents/guardians are informed promptly and accurately.

- **Reporting:** Any staff member who witnesses or is made aware of an incident involving a student must immediately report it to the Preschool Director.
- **Documentation:** The teacher or Preschool Director will document the incident, including the date, time, location, description of the incident, and any actions taken. This documentation will be kept in the student's file.
- **Notification:** Parents/guardians will be notified of any incidents involving their child as soon as possible. The notification may be verbal or in writing, depending on the severity and nature of the incident.
- **Follow-Up:** The teacher or Preschool Director will follow up with the parents/guardians to ensure that they have received the notification and to answer any questions they may have.
- **Confidentiality:** Incident reports will be kept confidential and will only be shared on a need-to-know basis with staff members who are involved in the care and education of the student.

IMMUNIZATION POLICY

First Baptist Preschool-Kindergarten requires that all children enrolled in the program have up-to-date immunization records on file. This policy is in accordance with state laws and regulations governing the health and safety of children in childcare settings.

- **Immunization Requirements:** Children must have all the required immunizations as outlined by the state health department. Parents or guardians must provide documentation of their child's immunization records at the time of enrollment.
- **Medical Exemptions:** Medical exemptions may be granted if a child has a medical condition that precludes them from receiving certain immunizations. A written statement from a licensed physician must be provided to the preschool in this case.
- **Non-Medical Exemptions:** Non-medical exemptions are not accepted. Parents or guardians who object to immunizations for personal reasons will not be permitted to enroll their child in the program. Exemptions for religious reasons must be preapproved.
- **Notification:** If a child is not up to date on their immunizations, the parents or guardians will be notified and given a deadline to provide the necessary documentation. If the documentation is not provided within the deadline, the child may be excluded from preschool.

- **Exclusion:** Children who are not up to date on their immunizations may be excluded from preschool in the event of a disease outbreak or if required by state health department regulations.

MEDICAL CONFIDENTIALITY

First Baptist Preschool-Kindergarten is committed to protecting the privacy and confidentiality of medical information for all children in our care. We recognize that maintaining the confidentiality of medical information is critical to establishing trust and building a strong relationship between parents, children, and staff.

We understand the importance of keeping medical information confidential and will only disclose medical information as necessary for the health and safety of the child. We will only disclose medical information to individuals who are directly involved in the child's care, such as the child's teacher, or in the event of an emergency, to medical professionals.

We will not disclose medical information to any third-party individual, including other parents or family members, without the express written consent of the child's parents or legal guardian. We will also not use medical information for any purpose other than the child's health and safety without the express written consent of the child's parents or legal guardian.

HOURS OF OPERATION

First Baptist Preschool-Kindergarten program is in session Monday through Friday from 8:45 a.m. to 12:00 p.m. Beginning in September, parents are offered the option of Lunch Bunch, where they can choose for their child to remain until 1:15 p.m. on Monday through Thursday. Office Summer Hours, by Appointment only.

HOLIDAYS AND SCHOOL CLOSINGS

The Preschool-Kindergarten program observes most of the same holidays as the Fulton County School system. A listing of holidays and other special dates will be sent home at the beginning of the school year.

INCLEMENT WEATHER

We will follow the Fulton County Schedule. If Fulton County Schools close due to ice or snow, the Preschool-Kindergarten and the Mother's Morning Out programs will be closed for the day. If Fulton County Schools have "Delayed Opening", the Preschool-Kindergarten programs will be closed for the day.

SAFETY DRILLS

At First Baptist Preschool-Kindergarten, the safety and well-being of our students and staff are our top priorities. We conduct regular safety drills to prepare for various emergency situations. The following policy outlines our procedures for safety drills.

We conduct the following types of safety drills:

- **Fire Drills:** We conduct fire drills to ensure all staff and children know how to exit the building quickly and safely in the event of a fire. In the event of a fire, the fire alarms will go off and the teachers will evacuate the building to the nearest designated exit. The Director, Assistant to the Director and church staff will assist the MMO classrooms. Attendance will be taken.
- **Intruder Drills (Lockdown):** We conduct intruder drills to prepare for the possibility of an unauthorized person entering the building. During these drills, we practice procedures for lockdown and sheltering in place. In the event of an intruder or threatening situation, a code/alarm will signal. The children will be kept in a group under supervision until further announcement.
- **Tornado Drills:** We conduct tornado drills to prepare for severe weather. During these drills, we practice procedures for seeking shelter in designated areas of the building. In the event of a tornado, the teachers will direct the children to the designated hallway or room across from the gym. Children will face the wall, kneel and cover their head with their hands. The Director, Assistant to the Director and church staff will assist the MMO classrooms. Attendance will be taken.
- **Safety Drills:** We conduct safety drills on an as-needed basis to practice procedures for handling other emergency situations that may arise.

STORM WARNING

In case of storm warnings, children are to be taken to a more secure location away from windows. Tornado safety drills are practiced by the school.

A tornado watch means that weather conditions are favorable for the development of a tornado. If a tornado watch is issued during school hours, we will continue our normal activities. However, we will monitor the weather closely and be prepared to act if necessary.

A tornado warning means that a tornado has been sighted or indicated by radar, and immediate action should be taken. If a tornado warning is issued during school hours, the following procedures will be followed:

- All students and staff will be moved to the designated tornado shelter area.
- If time permits, staff will inform parents via phone or email about the situation and the expected duration of the tornado warning.
- Students and staff will stay in the designated shelter area until the warning is lifted or until instructed by emergency personnel.
- Staff will keep students calm and reassured, while also monitoring the situation and providing updates as necessary.

PARTIES AND SPECIAL EVENTS

The Preschool-Kindergarten program holds parties on special occasions; these parties are generally planned and facilitated by the parents. Each parent is given a form to complete at the beginning of the school year, allowing them to select a party they would like to participate in. Each party will have several parents sponsoring the event. Parents will be made aware of the food allergies of students attending. All plans for parties must be approved by the teacher and Preschool Director.

REFRESHMENTS (provided by parents)

First Baptist Preschool-Kindergarten understands healthy and nutritious snacks and refreshments are important for children's growth and development. As a program, we encourage each family to participate by sending in refreshments (enough to serve the whole class) once each month. Suggested healthy food such as fruits, vegetables, popcorn, pretzels, cheeses, etc. Each class may make their own classroom snack guidelines. Kindergarten and Pre-Frist students will bring their own snack each day.

ILLNESS POLICY

First Baptist Preschool-Kindergarten is committed to maintaining a healthy environment for all children. To help prevent the spread of illness, the following procedures will be followed:

- **Appears ILL:** A child should not be brought to school if any of the following exist: fever, vomiting, diarrhea, sore throat, croup, unexplained rash, skin infection, or eye infection.
- **Exclusion:** Children with contagious illnesses may be excluded from preschool until they are symptom-free or have a doctor's note stating that they are no longer contagious.
- If an antibiotic has been prescribed, the child should be kept at home until the medication has been administered for 24 hours.
- **Isolation:** If a child is suspected of having a contagious illness, they will be isolated from the other children and cared for by a staff member until the parents can pick them up.
- Students with a fever of 100.4 will be sent home. If a child has a fever of 99.4 accompanied by other symptoms such as cough, sore throat, headache, abdominal pain etc., the parent will be notified and may be asked to pick up the child.
- Children will be sent home for vomiting at school, unless it is determined vomiting was not due to illness.
- Children will be sent home if two episodes of diarrhea occur during a school day, or if one episode of diarrhea is accompanied by fever or abdominal pain.
- Children found to have head lice or nits (eggs) will be sent home. A child must be free of lice and nits (eggs) before returning to school.
- Please note that we will notify parents if the health of other children may be in jeopardy, or when a child is clearly ill enough to not be benefiting from the school experience on a given day.
- **COVID-19:** The preschool will follow, and enforce, all current CDC guidelines to help prevent the spread of COVID-19.
- **Cleaning and Disinfecting:** The preschool facilities will be regularly cleaned and disinfected to help prevent the spread of illness. Staff members will follow proper hand-washing procedures and encourage children to do the same.
- **Medications:** If a child requires medication while at preschool, parents must complete and sign a medication authorization form. The medication must be in its original container with the child's name, dosage, and instructions for administration.

CHILD ABUSE / NEGLECT

First Baptist Preschool-Kindergarten is committed to creating a safe and nurturing environment for all children in our care. We believe that all children have the right to be protected from all forms of abuse, neglect, and exploitation. As such, we have a zero-tolerance policy for any form of child abuse and are committed to preventing, identifying, and reporting any incidents of child abuse.

If any staff member suspects that a child is being abused, they are required to report the incident immediately to the Preschool Director. All reports of child abuse will be handled with sensitivity and confidentiality, and we will work with the Georgia Division of Family & Children Services to ensure the safety and well-being of the child.

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

I, (parent/guardian named below), have received and read the First Baptist Preschool-Kindergarten Policies and Procedures Manual. I understand that it is my responsibility to review and follow the policies and procedures outlined in this manual. I understand that any violation of these policies may result in disciplinary action up to and including termination.

I understand that the First Baptist Preschool-Kindergarten reserves the right to modify or update these policies and procedures at any time and that I will be notified of any changes in a timely manner.

Name: _____

Signed: _____

Date: _____