

**2014-2015**

# **First Baptist Christian Preschool**



**201 W. Ocean Blvd.  
Stuart, FL 34994  
772-287-7793**

**[www.fbcstuart.org](http://www.fbcstuart.org)**

**Karen Grantham, Director**  
**[kgrantham@fbcstuart.org](mailto:kgrantham@fbcstuart.org)**

**A ministry of First Baptist Church of Stuart  
Dr. Darrell Orman, Senior Pastor**

## **PHILOSOPHY**

First Baptist Christian Preschool is a ministry of the First Baptist Church of Stuart, Florida. Our doctrinal statement is Bible based and distinctively Baptist. However, students of any or no denomination are admitted. Admission is open to all students regardless of race, color, ethnic background, or national origin.

A lot of emphasis is placed on the fact that each child is someone special. Not only are they special to their families and their teachers, but they are important and special to God, who made them just the way they are.

We are not here as a substitute for the family, but to work with the family, in meeting your child's needs and laying a good foundation to prepare them for their educational experience. We believe that the greatest responsibility a parent has is to "Train up a child in the way he should go, and even when he is old he will not depart from it." (Proverbs 22:6)

Each preschooler has basic needs: love, control, security, guidance, acceptance, self-respect, a sense of trust, dependence and independence. We at First Baptist Christian Preschool are seeking to help meet those needs.

## **LICENSE**

We are associated with the Southern Baptist Association of Christian Schools and are a member school of the Association of Christian Schools International, and DCF. We follow guidelines set up by the Health & Rehabilitative Services but we are not licensed through them as we are a Christian school governed by the above organizations.

## **NON DISCRIMINATION POLICY**

Any schools operated or sponsored by First Baptist Christian Preschool, Stuart, Florida shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally available to students at the school. They shall not discriminate on the basis of race, color, national, or ethnic origin in administration of their educational policies, administration policies, scholarships, and loan programs, and athletic and other administered programs.

## ENTRANCE REQUIREMENTS

1. We accept infants (3 months) through 4 year olds (VPK).
2. The following items are needed for your child's file upon enrollment:
  - a. **Registration Form.**
  - b. **Parent's Statement**
  - c. **Copy of Birth Certificate.**

**(If you change jobs or move, please make sure we get the correct changed information as soon as possible!)**

3. Each child must have a current physical examination (Form 3040).
4. Each child must have all his or her immunization shots before entering school. A updated immunization record (Form 3040 or 680) is required within two (2) weeks of school starting. This form is kept on file in your child's folder in the school office. The regular immunizations are: DPT (triple vaccine plus booster), Polio (3 doses), Rubella (1 dose), Mumps (2 doses), and T.B., Hept-B series. Varicella (1 dose) PneumoConju (4 doses) HIB (4 doses)

## GENERAL INFORMATION

### **Hours**

We are open from 6:45 A.M. until 5:30 P.M., Monday through Friday. Our Nap Time begins promptly at 12:00 P.M. If you plan on bringing your child in after 11:00 A.M., please ensure they have eaten lunch prior to coming to school.

### **Calendar**

We are closed for the following holidays: Labor Day, Thanksgiving (Thursday and Friday), Christmas, New Years, Good Friday, Memorial Day, and 4th of July. Christmas Eve and New Years Eve, we will be closed on these days also.

### **First Day of School**

The first day of school you are asked to leave your child in the teachers' care as quickly as possible. He or she will adjust to the situation quickly as soon as you bid him or her good-bye. Tell your child you will be returning to pick him or her up at dismissal time. Please help your child by remaining firm, calm, and understanding about going to school. Should crying persist, we will call you.

### **Meals**

Morning snacks only are served to students enrolled in the morning session. Morning and afternoon snacks are served to full day students. All children must bring a lunch in a lunch box.

## **PAYMENT INFORMATION**

### **Payment Schedule**

Payment is due on Monday or Friday for the current week or by your designated day if paying on a monthly basis. **No account is permitted to be delinquent in excess of two (2) weeks.** Fees received after two (2) weeks are subject to a 10% late fee. **If more than two (2) weeks payment is due, the child will not be permitted to attend school.**

### **Fees**

Registration Fee: \$75.00 per student (***THIS IS NON-REFUNDABLE.***)

Book/Supply Fee: (1's) \$30.00 per student  
(2's) \$60.00 per student  
(3's) \$70.00 per student

1/2 Day (8:30 - 12:00) \$120.00 weekly / \$480.00 monthly

V.P.K. (8:30-11:30) Early Morning /Extended Day is \$85.00

Infants all day \$170.00 weekly/ \$680.00 monthly

Full Day (6:45 - 5:30) \$150.00 weekly / \$600.00 monthly (first child)

\$135.00/ \$540.00 monthly (second child)

**MONTHLY RATE IS BASED ON 4 WEEKS PLEASE  
MULTIPLY BY 5 WHEN THERE ARE 5 WEEKS IN  
THE MONTH.**

Daily Rate \$45.00 daily -- **MUST BE SIGNED UP**

### **Late Fee**

The closing hour of the school is **5:30 P.M.** Our overtime fee will be charged for the time that the child is here after **5:30 P.M.** A late fee will be charged as follows:

**\$5.00 per half hour, per child.**

### **Returned Checks**

**There is a \$20.00 service charge on all returned checks from the bank.**

### Vacation

Each **fulltime child** is permitted **two weeks** with no charge while the child is on vacation. One of these weeks may be at Christmas. One must be in the summer. Once vacation time is exhausted, you will be charged full tuition, even if your child does not attend school. Please write a note to let us know when you are taking your vacation, so you will not be charged for the week. **Your child must be a full time preschooler in order to receive this vacation time. (Year Round) Your child has to be here at least 6 months before you can take anytime.**

## ***CURRICULUM***

We use the Nursery and Pre-Kindergarten Curriculum published by Wee Learn and ABeka Book. Even though this curriculum is structured, our teachers are sensitive to whether or not the curriculum is moving too quickly and they will adjust it according to the needs of the class. The curriculum includes: Bible, Phonics, Writing, Numbers, Art, Health & Safety, Physical Education, Science, and Music.

We have also incorporated a wide variety of skill activities that the children participate in on a daily basis. They include fine motor skills, gross motor skills, communication skills, concepts, and manipulative skills.

We have found that with the A Beka Curriculum, it is more advantageous to the student and teacher to have a consistency in learning. We have a morning program for the four year olds, not needing full time day care. The hours for the morning session are 8:30 A.M. until 12:00 P.M. If you wish to send your child fewer than five days a week, you may do so.

**VPK** We will be using the ABeka Curriculum and centers to teach you children. They will be going to Chapel, PE, and Music as well. If you need before care or extended day the cost is \$85.00 a week. Morning and Afternoon snacks are provided. If they stay you must provide lunch for your child and a napping mat.

It is our intention to give the children a well balanced program so that they will be well balanced children as they proceed through their school years.

**Parent-Teacher Conferences** open door policy.

# ***POLICIES***

## **Medication**

Medications will be given to a child only if the proper medication release form is sent with the child. The forms may be obtained in the pre-school office. Children's Tylenol or Baby Aspirin are not exceptions. **Medicine is kept in the Director's Office.**

## **Illness**

**If your child contracts a communicable disease, please contact the teacher or director. If at all possible, in case of illness, etc., it would be appreciated if the parents would call and notify the office. If your child is sent home sick with fever (100.5) or higher, pink eye, vomiting, or diarrhea, or green running nose they will not be allowed to attend school the next day. Please make sure they are over the illness before sending them back.**

**If your child gets sent home with head lice they will not be allowed back to school until all the knits are gone.**

## **Clothing**

Children should wear play clothes to school. Please do not send children to school in "good" dresses and slacks as we are coloring, pasting, and/or painting daily. **We require sneakers or closed shoes for the playground.** Sandals, slip-ons, cowboy boots, and thongs are inappropriate for the playground. In fact, they are dangerous!

Please mark your child's clothing. If each item is not marked, there can sometimes be confusion as to what belongs to whom. Each child must keep a change of clothing (**including underwear and socks**) in his or her box at all times. If your child has an "accident" in his or her clothes, and there is not a change of clothes in their box, you will be called at work to bring clothes for us to change your child. We are not permitted to allow children to walk around in "wet" or "dirty" and we do not keep extra clothes on hand at school.

## **Disciplinary Policy**

If there is a behavioral problem with your child, we will follow this procedure: We will try to redirect the child. If redirection does not work, the child will sit in "time out" in his or her classroom away from the group. If necessary, the child may have "time out" in the Director's office, and a disciplinary warning will be sent home. If the problem is serious, a call to the parents will be made, and child may be sent home. Physical behavior such as hitting, kicking, biting, etc. will not be tolerated! If a child becomes a physical danger to himself or others, we will send the child home with a disciplinary warning. If your child receives three disciplinary warnings, a suspension of one day will automatically follow. If the child receives a fourth warning, a second suspension will follow of two days. If a child receives a fifth disciplinary warning, he or she will be asked to leave the Preschool. We will release any child found to be such a constant behavior problem that the other children's' education and/or safety is hurt by this behavior. We will make every effort to work with you to correct any problems before a release is made. Your child will always

be disciplined with Christian love. He or she will ***NOT*** be spanked, hit, or yelled at. Restricting a child from lunch, snacks, or bathroom breaks will not be used as a form of discipline. We are a Christian Preschool. “The love of Christ constrains us.” Never will we forget Jesus’ love for the little ones! He said, “Let the children come to me and do not hinder them.”

***Birthdays***

If you would like to do something special on your child’s birthday, we will be happy to help celebrate. Please inform your child’s teacher if you are bringing in cookies or brownies for your child’s class.

***Withdraws***

If you are going to withdraw your child please give me a 2 weeks notice. Charges will occur until you get with the preschool director.



**First Baptist Christian Preschool Application**  
**201 West Ocean Blvd. Stuart, Fl 34994**  
**772-287-7793**

Date of Enrollment \_\_\_\_\_ Part/Full Time \_\_\_\_\_  
Child's Full Name \_\_\_\_\_ Nickname \_\_\_\_\_  
Birthday \_\_\_\_\_  
Current Address \_\_\_\_\_ City \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_  
Email \_\_\_\_\_

Father's Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone (Home) \_\_\_\_\_  
Place of Employment \_\_\_\_\_ Phone (Work) \_\_\_\_\_  
Occupation \_\_\_\_\_ Phone (Cell) \_\_\_\_\_  
Church Member \_\_\_\_\_ Where? \_\_\_\_\_

Mother's Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone (Home) \_\_\_\_\_  
Place of Employment \_\_\_\_\_ Phone (Work) \_\_\_\_\_  
Occupation \_\_\_\_\_ Phone (Cell) \_\_\_\_\_  
Church Member \_\_\_\_\_ Where? \_\_\_\_\_

Marital Status: (Circle One) Single/ Married/ Separated/ Divorced  
Who has **legal** custody of the enrolled child? \_\_\_\_\_

Name of the person responsible for bills if someone other than parents:  
\_\_\_\_\_

Address: \_\_\_\_\_

Siblings:

Name:	Date of Birth:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## **Parent Statement of Cooperation First Baptist Christian Preschool**

In making application for my child to attend the First Baptist Christian Preschool, I agree to support the spiritual, moral, and disciplinary standards of the school.

The disciplinary code includes, but is not limited to, a merit program, sitting out of recess, and sitting in time out in the director's office. Florida Child Care Standards for Licensing prohibits corporal punishment. Restricting a child from lunch, snacks, or bathroom breaks will not be used as a form of discipline.

It is hereby understood that parents are responsible to pay tuition in advance; due on the first of the current month if paying on a monthly basis and by Monday of the current week if paying on a weekly basis. No refunds will be given for registration, tuition, books, supplies, or any other fees.

I give my child permission to take part in all school activities and absolve the school from liability to me or my child because of injury to my child at school.

Further, in the event my child becomes ill or injured while under school supervision, I approve the school authorities to take the following actions:

1. Contact a parent/guardian of the student and follow their instructions.
2. In the event neither parent/ guardian can be reached, or persons authorized to call in case of emergency, contact the student's physician and follow their instructions.
3. If the student's physician cannot be reached, the school authorities will use their own discretion in contacting a properly licensed physician and follow their instructions.

If, in the opinion of a properly licensed physician, my child needs medical or surgical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint, and empower the Preschool Director or their designated appointee to furnish on my behalf, such written or oral authorization. I also release the First Baptist Church of Stuart from any liability which might arise from the giving of such authorization, it being my desire for my child to be furnished with such medical or surgical services as soon as possible after the need arises.

- I have received and read the information sheet given upon enrollment and agree to follow the policies and procedures set up by the Preschool
- I have received and read the **Florida Child Care Standards of Licensing**.
- I have received and read the **Influenza Virus "The Flu", A Guide to Parents Pamphlet**.

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Student(s) \_\_\_\_\_

# First Baptist Preschool Information Sheet

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Birth date \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Number \_\_\_\_\_

Mother's Work Number \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Number \_\_\_\_\_

Father's Work Number \_\_\_\_\_

Allergies \_\_\_\_\_

\_\_\_\_\_

## EMERGENCY CONTACT:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

## WHO CAN PICK UP YOUR CHILD IN ADDITION TO THE ABOVE?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Child lives with: \_\_\_\_\_

Have Pets at home: \_\_\_\_\_