



Parent Handbook 2020-2021

218 S. Academy Street
Cary, North Carolina 27511
919-415-1480
weekday.caryfirst.com



Dear Parents,

Celebrating the success of a child is a truly rewarding experience. At First Baptist Church Weekday Preschool, we strive to provide a setting that allows our children to celebrate success each day. The main objective of the First Baptist Church Weekday Preschool is to provide loving and enriching experiences for your child. Through these experiences, your child will grow in the areas of self-confidence, problem solving, self-control, independence, and responsibility. We hope to enhance all aspects of your child's life including your child's emotional, physical, and spiritual well-being.

In designing and implementing our program, we provide many hands-on experiences. Preschoolers learn best through firsthand experiences, social interactions, curiosity, repetition, relationships, and play. In our preschool, the children participate in small groups, large groups, arts and crafts, music, movement, active play, educational experiences, and have opportunities for spiritual growth. Children are encouraged to problem solve, create, imagine, and experiment, and we always focus on the positive things that each child can do.

We feel that First Baptist Church Weekday Preschool has a quality preschool program with an excellent staff of teachers and assistants to provide all of these experiences for your child. We know that you will be pleased with the love and dedication of our staff for your child.

First Baptist Church of Cary considers this preschool to be a ministry to the community. The families of the preschool are important to this church, regardless of your faith. If you, or someone in your family has a special need or concern, please feel free to contact anyone on the Weekday Preschool staff, a member of the Weekday Preschool Committee, a church pastor, or a church staff member. We want your preschooler's entire family to have a good year at First Baptist Church Weekday Preschool.

Sincerely,

The First Baptist Church Weekday Preschool Committee

Suzanne Summers, Chair

Amy Graber

Melody Courtney

Jennifer Adams

Carol Tate

Stacey Byrd, Weekday Preschool Director

Sybil Sellers, Weekday Preschool Assistant Director

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General Information

Handbook Purpose

This handbook contains the purpose, policies, and procedures of First Baptist Church (FBC) Weekday Preschool. Parents may consult this book with any questions regarding school policies. From time to time, FBC Weekday Preschool may encounter situations that are outside of the scope of this handbook. When this occurs, the Director and/or Weekday Preschool Committee will have the final say regarding any decisions that need to be made. FBC Weekday Preschool reserves the right to amend or change this handbook at any time.

Mission

FBC Weekday Preschool serves to provide a loving, Christian environment where preschoolers can grow and develop socially, emotionally, physically, and spiritually.

Vision

It is the vision of FBC Weekday Preschool to engage students in a Christian preschool environment that challenges them to reach their unique potential socially, emotionally, physically, and spiritually. Following Christ's call to excellence, FBC Weekday Preschool aspires to be an exemplary ministry of First Baptist Church, Cary by being:

- Family-oriented
- Bible-based
- Child-centered

Strategies

- We provide a child-centered, play-based program, designed to meet the real needs of children.
- We allow students the freedom to be children.
- We put social, emotional, physical, and spiritual well-being first.
- We nurture children and help them learn how to get along with their peers by providing a safe, loving, Christian environment.
- We teach problem-solving skills, which help children learn to resolve conflicts, form positive relationships, develop self-discipline, and show respect for others.

Values

Faith	In all situations, we acknowledge that God is in control and working for the good of His creation. For all of our decisions, we seek God and trust His will be done.
Integrity	We will be honest in all things, and we will never compromise the truth. We will always seek to do what is right before God.
Community-focused	We will build authentic relationships with families and our community. We respect and support all of our families, regardless of their backgrounds, and by extension, we support our entire community, following in Christ's loving example.
Intentionality	We desire to be intentional in our ministry, particularly with lessons, activities, interaction with children, parents, teachers and staff, church members and leaders, and our community as we follow Christ's example.
Fun	We fully embrace the wonder of being a child! We will adopt a joyful spirit, celebrate life, and be adventurous.
Excellence	We represent the Lord and as such, we want excellence to be a part of everything we do and provide. We will strive for the highest standards in all aspects of our preschool.

Preschool Staff

ADMINISTRATION

Stacey Byrd (Director)
Sybil Sellers (Assistant Director)

MUSIC

Starla McKnight (Teacher)

2 DAY – 18 MONTHS (TTh)

Kelley Vasaturo (Teacher)
Naomi Chowdhury (Assistant)

2 DAY – 2 YEAR OLDS (TTh)

Petal Griffith Eaton (Teacher)
Ghulshan Chowdhury (Assistant)

3 DAY – 3 YEAR OLDS (MWF)

Christine Woerishofer (Teacher)
Ghulshan Chowdhury (Assistant)

5 DAY – 3 YEAR OLDS

Lisa Hickman (Teacher)
Kelly Paussa (Assistant-MWF)
Karen Hartrick (Assistant-TTh)

4 DAY – 4 YEAR OLDS (M-Th)

Genie Hughes (Teacher)
Jen Beck (Assistant)

5 DAY – 4 YEAR OLDS

Annie Perry (Teacher)
Josie DiPresso (Assistant)

5 DAY – EXTENDED DAY 4 YEAR OLDS

Kim Salter (Teacher)
Kelley Vasaturo (Assistant)

5 DAY – TRANSITIONAL KINDERGARTEN

Holly Greene (Teacher)
Barbara Edwards (Assistant-MWF)
Christine Woerishofer (Assistant-TTh)

Registration Requirements

All Children are Welcome Here!

FBC Weekday Preschool admits students of any race, color, and national or ethnic origin, as well as any religious background, to all the rights, privileges, programs, and all activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, or religious background in its administration of its educational policies, admissions policies, and other school-administered programs.

Registration

Registration opens in January for the upcoming school year and begins with currently enrolled families. We have continuous registration and enrollment throughout the school year. Once all classes have filled, we will open a waitlist.

Each child must have a completed registration form and child history form on file before the first day of class. Teachers must be notified of allergies and any medical concerns on the application, and we are best able to serve children if we know as much about them as possible. Immunization forms are due within 30 days of registration or by September 30th. It is imperative that parents keep forms updated with current information — especially emergency and medical information and persons authorized to pick up your child.

Class Requirements

Class/Age	Days	Age Requirement	Time	Monthly Tuition
18 months	T/Th	Must turn 2 by 2/28/2021	9:15am-11:45am	\$170
2 year olds	T/Th	Must turn 2 by 8/31/2020	9:15am-12:00pm*	\$170
3 day 3 year olds	M/W/F	Must turn 3 by 8/31/2020	9:25am-12:25pm	\$195
5 day 3 year olds	Monday-Friday	Must turn 3 by 8/31/2020	9:00am-12:00pm	\$255
4 day 4 year olds	Monday-Thursday	Must turn 4 by 8/31/2020	9:10am-12:10pm	\$230
5 day 4 year olds	Monday-Friday	Must turn 4 by 8/31/2020	9:05am-12:05pm	\$255
Extended 5 day 4 year olds	Monday-Friday	Must turn 4 by 8/31/2020	9:15am-1:00pm	\$290
Transitional Kindergarten	Monday-Friday	Must turn 5 by 12/31/2020	9:20am-1:05pm	\$290

* 2 year old class will meet from 9:15am-11:45am for the month of September. Beginning on October 6th, this class will meet from 9:15am-12:00pm. The class may be extended again in January, to 12:15pm.

Tuition and Fees

Tuition

Tuition rates are determined annually and are approved by the Weekday Preschool Committee. For current tuition rates, please see the Class Requirements chart above.

Tuition payments are due on the 1st of each month and are considered late after the 10th of each month. Beginning on the 11th of the month, a \$10 late payment fee will be applied and is due with the tuition payment.

Tuition is billed one month ahead, so our payment schedule is as follows:

Month	Payment Due Date
September	8/1, or upon registration
October	9/1
November	10/1
December	11/1
January	12/1
February	1/1
March	2/1
April	3/1
May	4/1

For families registering after August 1st, current month tuition is due at registration, along with the registration fee and applicable supply fee. The following month's tuition is due within two weeks so that families can "catch up" and begin paying one month ahead. If this causes financial hardship, please contact the director to make other payment arrangements.

Tuition is due in full, regardless of vacation, illness, or non-attendance for any reason. Tuition payments guarantee a seat in a particular class and is non-refundable once paid.

Fees

FBC Weekday Preschool also charges the following fees:

Fee Type	Amount
Registration	<i>Charged per academic year</i>
First child	\$100
Additional children in same family	\$75
Supply	<i>Charged per academic year</i>
18 months, 2-year-old, and 3-year-old classes	\$20
4-year-old classes	\$25
Transitional Kindergarten	\$35
Late Payment	\$10 each occurrence
Late Pickup	\$10 each occurrence (first occurrence waived)
Returned Check	\$25 each occurrence

This list is not meant to be inclusive of all possible fees. Additional fees may be charged as applicable.

Payment Options

FBC Weekday Preschool is pleased to offer several payment options for our families' convenience.

Payment Type	Description
Check mailed by bank	Using a personal checking account, families can schedule a check to be mailed from their bank to FBC Weekday Preschool. This option is initiated by individual families, and it is the preferred payment option. Checks should be made out to FBC Weekday Preschool and include the child(ren)'s name(s) and class. Mail checks to: FBC Weekday Preschool 218 S. Academy Street Cary, NC 27511
Check mailed or delivered by family	Families can write personal checks and either mail or deliver them to the preschool. Checks should be made out to FBC Weekday Preschool and include the child(ren)'s name(s) and class. Delivered checks may be given directly to the director or assistant director in carpool drop-off, or they may be mailed to: FBC Weekday Preschool 218 S. Academy Street Cary, NC 27511
Automatic bank draft	FBC Weekday Preschool uses a third-party processor (Tuition Express) to initiate a bank draft on families' behalf. Please request an authorization form from the Preschool Office.
Credit card	Using MyProcure, families can pay online via credit card. Families are responsible for the credit card processing fee, currently set at 2.5%.
Cash	Families are always welcome to pay using cash. Cash payments may be made between 9:30am and 12:00pm Monday-Friday at the Preschool Office. A written receipt will be provided at the time of payment. Exact change is required.

Withdrawal

If you would like to withdraw from the preschool for any reason, please submit your notice in writing to the director, preferably via email. Pre-paid tuition is non-refundable, and thirty days' notice is appreciated.

Calendar and Attendance

Calendar

FBC Weekday Preschool calendar generally follows the Wake County Public School System (WCPSS) traditional calendar. For the 2020-2021 school year, we will follow WCPSS traditional teacher workdays, holidays, and closed days. Our calendar follows in Appendix A.

Attendance

We look forward to seeing your child each day in class. However, we know there are times that your child may be unable to attend class. Please notify the director and assistant director via email and/or text of any absences so that they may be recorded. As a courtesy, you may also notify your child's teacher via KidReports, but the director or assistant director will notify the teacher on your behalf.

If we aren't notified of an absence, we may reach out to you to follow up.

Inclement Weather

If WCPSS closes due to inclement weather, FBC Weekday Preschool will close as well. However, all announcements regarding preschool closures will come directly from preschool administration via multiple channels – email, Facebook, and KidReports. Often, the preschool will announce a closure before WCPSS decides to close. We want to give families as much notice as possible, though sometimes decisions will need to be made quickly, as weather conditions in North Carolina can change rapidly.

Early Release

If WCPSS has an early release, we will generally follow our regular schedule. However, if we need to have an early release, all classes will release at 12:00pm. In the event of a last-minute need to dismiss school early, we will announce via email, Facebook, and KidReports, as well as contact parents via phone or text.

Delays

If WCPSS delays due to weather, FBC Weekday Preschool will be closed.

Make-up Days

If we close for inclement weather, we will NOT make up the days. If we need to close for an extended period, we will reevaluate this policy.

Closure Authority

The Chairman of the Weekday Preschool Committee and the Weekday Preschool Director have the authority to open or close the preschool in the event of inclement weather or a natural disaster such as a hurricane, tornado, flood, etc. We will review the weather conditions, the condition of the church facility, and the availability of staff members when making decisions. We will notify all families via email, Facebook, and KidReports of any decision that we make.

Parking and Transportation

Entering and Exiting the Parking Lot

We strongly encourage all of our families to enter the preschool parking lot/carpool area from Harrison Avenue only. The driveway to the church is located on Harrison Avenue between W. Park Street and Chatham Street.

Please always follow all directional arrows and signs in the parking lot and drive slowly. Remember that there will likely be other families walking through the parking lot at the time you are driving through, and we want to be sure to keep everyone safe.

All cars should exit onto W. Park Street as you leave our carpool drop-off area. If you park in the large lot close to Harrison Avenue, it is easiest to exit onto Harrison Avenue. Try to avoid using Academy Street, if possible, as traffic is heavy, and visibility is reduced.

Parking

All vehicles must be parked legally in a valid parking space. Please do not park in a handicap parking space without the appropriate placard. Also, please do not park on the yellow-marked curb or under the carpool portico and leave your vehicle unattended.

Many of our families find it easiest to park in the large lot closest to Harrison Avenue when it is necessary to park and walk up to the preschool.

Ride Sharing

We have no formal system of setting up ride sharing with other families. If you need transportation to or from school, we encourage you to reach out to other families who attend the preschool to see if someone can help you.

For liability reasons, **no** teacher or other staff member may provide a ride to a student without express, advance authorization from the director.

Things to Bring to School Each Day

Clothing

Please dress your child in comfortable play clothes that can get dirt or paint on them. Sneakers or other closed shoes are preferred, and your child should wear rubber-soled shoes on rainy days for playing in the gym. For safety reasons, we strongly advise against crocs and flip-flops.

Coats and sweaters should be labeled with your child's name, as we often have several items that look the same. We do take the children outside in the winter unless it is very cold, so please dress your child accordingly.

Please send a complete change of clothes (underwear, socks, shirt, and pants/shorts) in a zip-top plastic bag, labeled with your child's name. In the event that your child needs to change clothes, we will send home the dirty/wet clothes in the bag and request that you send clean clothes back the next day. In the event of an emergency, we have very few clothes that we can offer your child, but we will ensure that they are able to find clean, dry clothes or we will contact a parent to bring a change of clothes.

Lunch (for Extended 4s and Transitional Kindergarten Classes)

One of the aspects of the extended day for our Extended 4s and TK classes is time to eat lunch in the classroom. This lunch will come from home. Refrigeration is not available, so if the lunch needs to stay cool, please include ice packs. We are also unable to heat lunches. We are a nut-free facility, so lunches may not include peanut butter, peanuts, or other tree nuts or tree nut products.

Things to NOT Bring to School

While we want children to share their interests with their teachers and classmates, there are some things that should NOT come to school. This list is representative of items that students should not bring, it is by no means all inclusive:

- Book bags (as part of our COVID-19 policy)
- Money
- War toys or guns
- Candy or gum
- Snacks, especially items with peanuts

Routines and Daily Activities

Morning Carpool/Drop-Off

“Carpool” is the preschool term describing our drop-off procedures. Due to our COVID-19 policies, all children must utilize our morning carpool drop-off. Carpool for each class occurs in the five minutes before each class, as detailed in the chart below.

Class	Class Start Time	Morning Carpool/Drop-Off Time
18 months and 2-year olds	9:15am	9:10am-9:15am
3-day 3-year olds	9:25am	9:20am-9:25am
5-day 3-year olds	9:00am	8:55am-9:00am
4-day 4-year olds	9:10am	9:05am-9:10am
5-day 4-year olds	9:05am	9:00am-9:05am
Extended-day 4-year olds	9:15am	9:10am-9:15am
Transitional Kindergarten	9:20am	9:15am-9:20am

At the designated time, we ask that you pull your car under the portico. Please help get your child(ren) out of the car before we complete our temperature checks and confirm that the necessary health screenings have been completed on KidReports. Once we have confirmed all of the information, you may return to your vehicle and leave the carpool line. Staff will escort your child to class.

If you arrive late, but before carpool ends at 9:30am, you may use the carpool line. Please be patient while we locate your child’s records. Once we’ve completed the health screening, staff will escort your child to class.

If you arrive after 9:30am and carpool has ended, please park, and ring the doorbell. Staff will come out, complete the health screening, and then escort your child to class.

Afternoon Pick-Up

At the end of school, we ask that you park and walk up to our carpool entrance at the designated time listed below. Your child’s class will come to the door and the teacher will release your child to you or your designee.

Class	Class End Time	Afternoon Pick-Up Time
18 months	11:45am	11:45am-11:50am
2-year olds	12:00pm	12:00pm-12:05pm
3-day 3-year olds	12:25pm	12:25pm-12:30pm
5-day 3-year olds	12:00pm	12:00pm-12:05pm
4-day 4-year olds	12:10pm	12:10pm-12:15pm
5-day 4-year olds	12:05pm	12:05pm-12:10pm
Extended-day 4-year olds	1:00pm	1:00pm-1:05pm
Transitional Kindergarten	1:05pm	1:05pm-1:10pm

Please arrive promptly, as the next class needs to prepare to dismiss for the day.

If you are unavoidably late, please text or call the director and assistant director so that we may notify your child’s teacher. If you arrive late, please park and ring the doorbell. We will bring your child out to you.

We charge a late fee if you are more than ten minutes late (five minutes after the end of your pickup window). The first fee is waived as a courtesy, but subsequent late arrivals will be charged \$10 and added to your account in MyProcure. This additional fee will be due with the next month’s tuition.

Music

Each class will have music daily, led by our dedicated music director. Music is about more than just singing. When children take part in music and movement activities, they have fun, are creative and are able to dance around and burn off some energy. When children participate in music and movement activities in a group, they also develop and refine their social skills. They learn to work as a team, they learn to share, and they learn how to be creative in a group environment.

Other benefits of music and movement include:

- Developing small motor skills
- Developing large motor skills
- Learning to express emotions
- Improving balance and coordination

Research shows that exposure to music can also improve children's ability to learn. Music and movement instruction has been shown to improve children's memory, cognitive development, learning skills and expressive ability.

Religious Education

FBC Weekday Preschool is a Christian preschool and a ministry of First Baptist Church, Cary. As such, religious education is woven throughout each class, each day. Children will pray regularly, and teachers will share Bible stories, activities, and songs.

If you are interested in learning more about programs First Baptist Church, Cary offers, please reach out to the director or assistant director for more information.

Chapel

Every other week, children will participate in director-led religious education known as Chapel. Chapel consists of age-appropriate Bible stories and songs, generally tied into biblically based values. Information about Chapel sessions will be provided via KidReports. Print resources may also be provided and sent home with each child.

Curriculum

Our classes experience their world through theme-based play. Many of our themes follow the seasons and holidays. Other themes highlighting God's creation (our world, animals, people), friendship, our community, healthy living, transportation, and others, are interspersed throughout the year and you will be informed of their timing through monthly newsletters from your child's teachers.

Our curriculum also contains pieces from several sources, including WEE Learn (a Bible-based curriculum), Learning without Tears/Handwriting without Tears, and for our Transitional Kindergarten, the Letterland curriculum that is used in WCPSS. Teachers may also incorporate parts of other well-known preschool curriculums into their teaching.

For more information about our monthly themes or skills learned in classes, please see Appendix B.

Food and Snacks

Allergy Notice

FBC Weekday Preschool is a peanut- and tree-nut-free facility. Peanut products, peanut butter, and food with nuts of any kind are NOT allowed at the preschool at any time. Please do not send in daily snacks for your child as snacks are provided by the preschool each day.

If your child has a food allergy, please be sure to note the sensitivity level on the registration form and child history form. Also contact the director for an allergy form so that we can be sure we are doing everything we can to keep your child safe.

While we do everything possible to prevent cross-contamination, there may be times that a child could come in contact with an allergen. Please be sure that we have all of the information necessary to provide emergency care, if necessary.

Birthdays and Special Celebrations

At this time, we are unable to allow birthday parties or other celebrations within the classroom. We will acknowledge your child's birthday and try to make their day as special as we can, but due to our COVID-19 restrictions, we cannot have parties at this time.

If you will be having a birthday party and wish to send out invitations, feel free to contact the room parent for email contact information. Please do not send party invitations to be given out at preschool, as these are often overlooked.

For the safety of all of our children, goodie bags and other party favors are not allowed.

Daily Snack

FBC Weekday Preschool provides daily snack for our students. Snacks may vary, but generally consist of crackers, Goldfish, small cookies, etc. Teachers may choose to supplement snack items, but at this time we respectfully request that families not send in additional snacks for the class.

Water will also be provided in a small cup for each student. For students in our 18 months and 2s classes, feel free to send a well-labeled sippy cup to class each day. We have a few disposable sippy cups that we can provide in a pinch, but we would prefer that younger children have their own cup. Children in our 3s, 4s, and TK classes will be offered water in a disposable plastic cup. Water is generally served cold, though we can serve non-chilled tap water upon request. For the safety of all of our students, we will not serve heated water to drink.

Lunch

Extended 4s and Transitional Kindergarten have lunch (from home) built into their schedules. No other class routinely has lunch, though there may be times that your teacher asks that you bring in a light lunch. Our allergy policies apply to all lunches brought from home.

Health and Safety

The health and safety of our children, staff, and families is our top priority, and all of our policies keep this in mind. We will always err on the side of caution when it comes to keeping everyone safe.

Immunizations

All preschoolers attending FBC Weekday Preschool must be vaccinated in accordance with state laws. Parents should have the FBC Weekday Preschool immunization form signed by their child's physician and turned in within 30 days of enrolling in preschool or by September 30th. This form is available online at weekday.caryfirst.com/documents. We cannot accept your child's printed immunization record without the accompanying form. If your child's vaccinations are not up-to-date, then you MUST provide a vaccination schedule from your pediatrician for review and acceptance by the director. We do not offer a religious exemption.

Sick Policy

Please note: our COVID-19 policies and procedures override our current Sick Policy. For our complete COVID-19 Policies and Procedures document, please see Appendix C.

The best thing you can do is to keep your child home when sick. This will help stop the spread of illness to other children and staff members. If your child has had any of the following symptoms within 24 hours of preschool start time, please keep him/her at home:

- Fever
- Nausea
- Vomiting
- Diarrhea
- Severe headache
- Red, watery eyes with yellow drainage
- Head lice
- Persistent cough
- Sore throat
- Green mucus in the nose or throat

We will call you if your child becomes ill during the school day. It is extremely important that we have emergency telephone numbers so we can reach you if your child becomes ill. Notify us immediately if your contact information changes. We must be able to contact someone during the day if necessary.

Please follow your doctor's instructions regarding when to return to preschool. With some illnesses such as the flu, patients are contagious days after the fever is gone and we need to avoid bringing active germs to preschool.

If your child has allergic conditions, has special health concerns, or receives medications during preschool hours, you must complete special health forms. These forms must be kept up-to-date, and any health-related changes must be communicated to your child's teacher and the director as soon as possible. Forms are available at the Preschool Office.

Emergency Situations

Though not expected, it may be necessary to evacuate or shelter in place during an emergency. We will hold a fire drill and tornado drill so that everyone is prepared for what to expect during an emergency.

We also have plans in place for a lockdown emergency, but these will not be practiced with students at this time.

Playground Safety

Families are welcome to use our large playground after preschool hours. The play structure and swings are available for supervised play, but the sandbox and outside toys are unavailable at the moment. Please make sure that your children are monitored at all times. Do not allow them to climb on the fence surrounding the playground, climb the trees on or near the playground, or walk on top of the high brick wall near the building. Please do not use the small playground behind the preschool. Please put all trash in the trashcan or take it with you. Your assistance is greatly appreciated.

Other Policies

Discipline

Children respond in accordance with our expectations of them. At the beginning of the school year, we discuss acceptable classroom behavior. The teachers will praise positive behavior and primarily use redirection to manage their classroom. As each child matures, we encourage him/her to make choices, understand alternatives, and accept the responsibility and results of his/her decision.

Effective discipline allows a child to learn appropriate behavior through consequences, which result from inappropriate action. FBC Weekday Preschool aims to set limits, help children understand classroom rules, and give clear definitions of acceptable and unacceptable behavior at each age level. We may use short periods of time-out (one minute per each year of child's age) if a child's behavior is disruptive or if a child interferes with the physical well-being of another child or staff member. If a child's behavior does not improve after time-out and appropriate attention redirection, etc., then the teacher will set up a conversation with the parents. If the child continues to exhibit unacceptable behavior, then the director will schedule a conference with the parent, teacher, and the director. If a child's behavior is unacceptable or interferes with the physical well-being of another child or staff member after these communications between parents, teacher, and director, FBC Weekday Preschool reserves the right to dismiss the child.

Please note: FBC Weekday Preschool has a "two bite" rule in effect. If your child bites another child or staff member on two different days, your child will be dismissed from the preschool. Please discuss this matter with your child.

Professional Support Services

Throughout the year, teachers are able to identify a child's strengths and weaknesses. Occasionally, it becomes necessary to express concern regarding a child's inability to meet age level expectations in areas of learning and/or social behavior. In most cases, these situations are corrected in time with a plan to allow opportunities for a child to progress in the areas identified. This typically involves both classroom and home program activities for consistency between parents and teachers.

On the rare occasion when the child continues to demonstrate difficulties with specific areas of learning and/or social behavior, the teacher or the director may suggest the child be evaluated by another professional. It is in the best interest of the child to follow through with such outside support services because early detection and intervention of most developmental delays or disorders can make a substantial impact on the child's opportunity for improvement.

School Conferences

In the fall, teachers will contact parents to provide an update for each child. This will either be by phone, email, or, if necessary, a meeting. In February/March, a conference may be scheduled with parents of 4-year-olds to discuss kindergarten readiness. A conference for parents of Transition students can be scheduled in April. Parents of 3's will be provided a developmental evaluation in March/April and a conference may be scheduled, if desired. If you

become aware of a special need during the school year, please notify us. A conference may be requested at any time by the parent or teacher, as needed.

Parent Involvement

We encourage you to participate in your child's school experience. In the past, we have tried to offer many occasions for active participation such as organizing class celebrations, reading in a class, or assisting with a field trip or special activity. Due to our current policies, we are unable to do these sorts of activities, but we still want all parents to be actively involved in the preschool community. We welcome any ideas for parent involvement!

Our Preschool Parent Association (PPA) provides a positive support network for our FBC Weekday Preschool program and offers opportunities to be involved. Parents meet periodically and share ideas to enhance the Weekday Preschool. The PPA has been instrumental in program improvements, including things such as playground expansion, new equipment, special speakers, and events. This year, we need the PPA more than ever! Let us know how you want to get involved.

Preschool Parent Association General Information

What is the Preschool Parent Association?

The Preschool Parent Association (PPA) is a group comprised of parents and guardians of children enrolled in FBC Weekday Preschool. The committee is instrumental in assisting with school programs, fundraising, and supporting teachers and staff. The committee is also devoted to bringing families and faculty together through fun and fellowship. Each family brings something unique to the school and it takes everyone working together to create the best possible environment for the children. Please join and share your ideas and talents!

What do class representatives do?

Each class needs at least one class representative who coordinate/divide responsibilities among themselves. Most importantly, the class representatives are the primary communicators between the PPA and parents. Responsibilities include:

- Attending monthly PPA meetings (via Zoom!)
- Communicate upcoming events to the class parents
- Assist with PPA events and activities as available
- Coordinate with parents for teacher appreciation events
- Assist in communicating with parents regarding important family events such as births, crisis, etc. (we strive for a community environment here at FBC Weekday Preschool).

When does the PPA meet?

Meetings are held via Zoom on the **second Tuesday of each month at 11:00am**. Meetings are typically brief, lasting about 20 minutes or so. You do not need to let us know you will attend, just join our call!

Topic: Preschool Parent Association Meeting

Time: Oct 13, 2020 11:00 AM Eastern Time (US and Canada)

Every month on the Second Tue, until May 11, 2021, 8 occurrence(s)

Oct 13, 2020 11:00 AM

Nov 10, 2020 11:00 AM

Dec 8, 2020 11:00 AM

Jan 12, 2021 11:00 AM

Feb 9, 2021 11:00 AM

Mar 9, 2021 11:00 AM

Apr 13, 2021 11:00 AM

May 11, 2021 11:00 AM

Join Zoom Meeting

<https://us02web.zoom.us/j/84359208799?pwd=NWZiUE00YytOcURYanlrTUUxT1hIZz09>

Meeting ID: 843 5920 8799

Passcode: Romans15:5

Types of Sponsored Events

The events listed below are representative of events that we've hosted in previous years. We would love to find events to host for the 2020-2021 school year that meet all the necessary social distance requirements.

- Fundraising
 - Preschool T-Shirts
 - Butterbraids Sale
 - Spirit Nights at local restaurants
 - Harris Teeter Together in Education
- Supply Drives
- Moms' Night Out – Craft Night, Jewelry Making, etc.
- Popcorn on the Playground
- Thanksgiving Feast
- Teacher Appreciation Week
- Popsicles on the Playground
- Spring Class Picnics

Help Needed!

We are in need of Room Parents for the 2020-2021 school year. Please prayerfully consider volunteering for this important role in your child's classroom! For more information, please reach out to Stacey

Appendix A: Calendar



2020-2021 CALENDAR

September 2020

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	★ 8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
W				

October 2020

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
			W	

November 2020

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
	W			
9	10	11	12	13
		H		
16	17	18	19	20
23	24	25	26	27
		V	H	H
30				

December 2020

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
W	V	V	H	H
28	29	30	31	
H	V	V	V	

January 2021

Mon	Tues	Wed	Thurs	Fri
				1
				H
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
H	W			
25	26	27	28	29

February 2021

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
W	W			
22	23	24	25	26

March 2021

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
				W
15	16	17	18	19
22	23	24	25	26
29	30	31		
V	V	V		

April 2021

Mon	Tues	Wed	Thurs	Fri
			1	2
			V	H
5	6	7	8	9
W	W			
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
			W	
17	18	19	20	21
24	25	26	27	★ 28
31				

LEGEND

★ First and last days

H Holiday

W Teacher Workday

V Vacation Day

Appendix B: Themes and Skills

18 Month Olds

In addition to the activities below, we will be working on shapes throughout the year. We will adapt to the needs and growth of our children. Additions may be made during the year as the children grow.

Months	Topics	Colors
September	We Are Special Apples, Family Beginning of School	Red
October	Fall Pumpkins, Leaves Let's Pretend	Orange
November	We Are Thankful Sharing Food	Yellow
December	Christmas/Jesus' Birth Angels	Green
January	Wintertime Birds, Snowmen Animals in Winter	Blue
February	Valentines/Love Dentist	Red
March	Kites/Weather Spring	Green
April	Easter Insects/Butterflies	Blue
May	Mother's Day Summer Fun	Yellow

2 Year Olds

OBJECTIVES: Socialization
 Independence Skills
 Strengthening Large and Small Muscles
 Verbal Skills

Months	Topics	Colors/Shapes
September	First Day of School All About Me Friends/Family	Red/Circle
October	Signs of Fall Apples, Leaves, and Pumpkins	Orange/Square
November	Thanksgiving Pilgrims, Turkeys	Black and Brown/ Triangle
December	Sharing Christmas Angels, Stars Nativity Winter	Green/Star
January	Snowmen, Snowflakes Mittens, Temperature	White/Rectangle
February	Valentines Favorite Stories	Pink/Heart
March	Shamrocks Wind and Kites	Purple/Diamond
April	Easter April Showers Bugs and Gardening	Yellow/Oval
May	Mother's Day Summer/End of School	Blue/Review

3 Year Olds

Year-long academics include the alphabet, numbers, letters, & colors. Students also work on name recognition, as well as gross and fine motor skills.

September

- All About Me
- My Family
- Name Recognition
- Foods That Keep Me Healthy

October

- Signs of Fall
- Community Helpers (Firemen, Postman, Doctor)
- Let's Pretend
- Recognizing Shapes

November

- Taking Care of Our Pets
- Recognizing Weather Changes
- A Special Time to be Thankful

December

- Christmas-A Time of Giving
- Angels
- A Savior Is Born

January

- Signs of Winter
- Bears, Hibernating
- Hoping for Snow!

February

- Dental Health Month
- Valentines
- Zoo Animals
- Friends & Family

March

- Transportation
- People Who Keep Me Safe (Police, Nurse, others)

April

- Easter/Resurrection
- Life on the Farm
- Animals & Babies
- Signs of Spring
- Blooming Buds

May

- Summer Fun
- Ocean
- Bugs/Pond Life
- Mother's Day
- Review Colors and Shapes

4 Year Olds

Our four's classes work on age-appropriate skills throughout the year as each preschooler develops and learns at their own rate. The skills we focus on include, but are not limited to, the following:

- Following directions
- Socialization and interpersonal skills
- Being respectful
- Sharing
- Independence and personal responsibility
- Phone numbers and addresses
- Color and shape review
- Fine motor strength for correct pencil grasp and use, correct scissor grasp and use, using manipulatives, working simple puzzles, tracing, etc.
- Gross motor strength
- Early literacy skills such as letter recognition, letter formation and writing, letter sounds, name recognition, name writing, etc.
- Math skills such as number recognition, number writing, counting, grouping, calendar skills, patterns, etc.
- Opposites
- Science and sensory fun
- Bible stories and lessons

Transitional Kindergarten

Our Transition Kindergarten class works on age-appropriate skills throughout the year as each student develops and learns at their own rate. The skills we focus on include, but are not limited to, the following:

Fine Motor Skills

- control writing utensil
- zip, button
- manipulate simple objects
- cut a straight line
- cut simple shapes
- follow a dotted line
- directed drawing

Gross Motor Skills

- gallop
- skip
- hop on one foot
- bounce a ball
- catch/throw a ball

Reading Readiness

- recognize letters and their sounds
- uppercase/lowercase
- sight words
- blends
- vowels
- word families
- rhyming words
- opposites
- sequencing story
- beginning, middle, end

Writing

- shapes of letters
- name writing
- fine motor skills
- pencil holding
- copy simple words

Science

- make predictions
- draw conclusions
- explore and discover

Math

- number recognition to 20
- counting to 100
- counting by 2's, 5's, 10's
- simple addition
- simple subtraction
- greatest, least, equal
- tallest, shortest, smallest, biggest
- money
- time
- simple graphs
- patterns
- shapes
- one to one correspondence
- sorting objects
- simple fractions (halves/wholes)
- simple measurement

Social Skills

- responsibility for oneself
- respect for authority/property
- follow class rules
- self-control
- play well with others
- transition to other activities
- play independently or in a group
- share and take turns
- creative in own way

Social Studies

- community helpers
- customs/holidays
- identify maps/globes
- name/address/birthday

Computer Skills

- using a mouse
- following directions
- learning parts of a computer
- Letterland* introduction

Additions

- extended day
- lunch in the classroom daily
- carpool drop-off and pick-up

Appendix C: COVID-19 Policies and Procedures Highlights

FBC Weekday Preschool serves to provide a loving, Christian environment where preschoolers can grow and develop socially, emotionally, physically, and spiritually. Using guidance from Centers for Disease Control (CDC), North Carolina Department of Health and Human Services (NCDHHS), and the American Academy of Pediatrics (AAP), we have created policies and procedures in our best attempt to provide a safe and developmentally appropriate preschool community of learning for the 2020-2021 school year and for as long as deemed necessary.

Transmission and Symptoms of COVID-19

- COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze.
- Symptoms may appear 2-14 days after exposure to the virus, and include:
 - Fever (100.4°) or chills
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea, vomiting, or diarrhea
 - New cough
 - Fatigue
 - Muscle or body aches
 - Sore throat
 - Headache
- Even people with no or mild symptoms can spread the virus. Children with COVID-19 may not initially present with fever and cough as often as adult patients.

Monitoring for Symptoms

- We will not allow entrance to the preschool if you or your child have tested positive for COVID-19, are showing symptoms of COVID-19, or have had close contact with a person with COVID 19.
- If we need to close a classroom for any period of time, we will notify families via email. We will not notify families if someone screens positive for COVID-19 but does not enter the preschool.
- We will follow all guidance provided by the local health department.

Returning to Preschool

- If a person has symptoms of COVID-19 and has not been tested OR has symptoms of COVID-19 and has tested positive for COVID-19, that person may return to preschool when that person can answer yes to ALL of the following:
 - Has it been at least 10 days since symptoms first appeared?
 - Has it been at least 72 hours (3 days) since the person had a fever (without using fever reducing medications)?
 - Has it been at least 72 hours (3 days) since the person's symptoms have improved?
- If a person has COVID-19 symptoms but tests negative for COVID-19, they can return to preschool if it has been at least 72 hours (3 days) since they had a fever without using fever reducing medications and they have felt well for at least the past 24 hours.

Preventing Spread in the Classroom

- Cary FBC Weekday Preschool will operate under a “bubble within a bubble” environment. Our largest bubble will be our preschool, which includes outdoor play spaces and the gym. Each classroom will also create individual classroom bubbles.
- Staff and students are included in our bubbles, but, unfortunately, families and other visitors are excluded.
- Class sizes have been reduced.
- Children will have a bag of their own supplies.
- Children will wash their hands numerous times throughout the day, including upon arrival and before dismissal.

Cleaning and Sanitizing

- In conjunction with parents and caregivers, staff will teach and monitor good handwashing and hygiene practices.
- We will thoroughly clean and sanitize all toys used in a classroom each day. Toys that cannot be cleaned and sanitized will not be used.
- Bags (bookbags, totes, etc.) will not be allowed into the building. Diaper bags for our 18 months and 2s classes and lunch bags for our extended-day and TK classes are still allowed.

Drop-off and Arrival Procedures

- We will have staggered arrival and departure times.
- Each person entering the building must undergo a temperature check and health screening. The person who is dropping off must sign to certify the accuracy of the responses.
- If a person screens positive for COVID-19, they cannot enter the preschool.

Pick-up Procedures

- Please park and walk to our carpool entrance. Wear a mask and wait at least 6 feet from others.
- Classes will dismiss on a staggered schedule.
- Teachers will meet you at the door. They will be wearing a mask.

The information provided above is in no way intended to be a complete picture of our policies and procedures but is provided as a quick reference. The full policies and procedures document discusses this information in much greater detail.

Appendix D: Supply Wish List

- Lysol All-Purpose Cleaner
- Lysol spray
- Lysol wipes
- Clorox wipes
- Hand sanitizer
- Gloves
- Unscented baby wipes
- Ziploc bags: sandwich, quart, and gallon sizes
- Paper towels
- 5 oz plastic cups
- Napkins
- Coffee filters
- Golf pencils
- #2 pencils
- Glue sticks
- Jumbo crayons
- Crayons
- Washable markers
- Colored pencils
- Foam sponge paint brushes
- 4 oz tubs of playdough
- Jumbo paper clips
- White card stock
- Single-color construction paper
- Grocery paper bags with handles
- Blue painters tape
- Gift cards: online retailer (Amazon), dollar stores, craft stores, office supply stores, big-box retailers (Walmart)