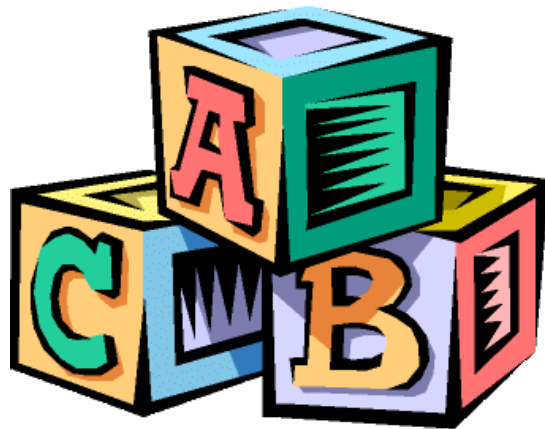


Welcome to  
**First Baptist Vancleave**  
Weekday Learning Center



Little Hands ♥ Big Potential

12513 Highway 57  
Vancleave, MS 39565  
(228) 826-5806  
Fbcvancleave.org

**Parent Handbook**

Dear Parents,

Welcome to First Baptist Vanleave Weekday Learning Center. We're glad that you are a part of our family. Clear communication is one of the keys to a successful program. This handbook contains specific information and requirements set forth by FBCV Weekday Learning Center and the Mississippi State Department of Health Regulations Governing Licensure of Child Care Facilities.

After reading it please sign the handbook verification stating that you have received, read and understand this information. This verification will be kept in your child's file and must be turned in within two weeks of his/her starting date. This handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the school year.

The purpose of FBCV Weekday Learning Center is to provide an educational program, with a safe and happy environment, which exalts and glorifies the Lord Jesus Christ by making Him center of all things. Not only is the Word of God taught daily in each class, all other subjects and activities are approached in the light shed upon them by the Bible.

Biblical standards of Christian living and spiritual moral values are taught through the ministry of Christian teachers. For Christian parents seeking to obey scriptural instruction to "train up a child in the way he should go" (Proverbs 22:6), they know that life for a Christian cannot be separated into the secular and the sacred. Their children must be prepared to face life with more than materialistic goals and humanistic principles. It is the desire of FBCV Weekday Learning Center to help your child develop spiritually, emotionally, intellectually, socially, and physically, and to help them uplift Christ in their work and play. An education in a Christian environment will sustain them throughout their natural and immortal life. In these early years we hope to enable the child to develop happy, wholesome habits, attitudes and impressions.

The primary goals and objectives of our center are as follows:

**1) To develop an awareness of a living, loving God.**

We believe that no child is too young to learn the basic truths of Jesus and His love. We will provide your child opportunities to develop an understanding and appreciation of the vastness of God and His creation.

**2) To help a child mature emotionally.**

This includes helping him/her build good self-esteem and develop healthy, worthwhile feelings about himself/herself and others. Opportunity for self-

expression will be given through conversation, music, creative art, and positive guidance from the teacher.

**3) To help lay the foundations for natural, wholesome social development through group experiences.**

This includes learning to cooperate, exercise self-control, share, and practice good manners with others in the group.

**4) To provide an environment for teaching the total child through first-hand learning experiences which stimulate his/her intellect, curiosity, and imagination and contribute to his/her development and applications of ideas and concepts.**

The teaching faculty is provided with age-appropriate curriculum with which to develop independent thinking and concentration, and to broaden and improve skills in language, motor activities, and readiness in all preschool areas.

**5) To protect the health and safety of the young child and to help him/her develop physically.**

Through our program and the trained Christian teachers, we will nurture your child's growth in all areas. We encourage you to share with our teachers any special needs your child may have.

Please become familiar with this handbook. It has been prepared so you may know the policies and better understand the program as we work together to help your child enjoy a successful year in our school.

In His Service,

FBCV Weekday Learning Center

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## **1. LICENSED FACILITY**

First Baptist Church, Vancleave Weekday Learning Center holds a Child Care Facilities Regular License. The Preschool facility and staff meet all requirements of the Mississippi State Department of Health Child Care Licensure, and meet all regulations governing licensure of a childcare facility. All teachers, substitute teachers, part time teachers, and church staff members that come in contact with the children must submit to and pass a Criminal Record and Child Abuse Registry Check as well as Fingerprinting Check prior to acceptance for employment. This is a requirement of the Mississippi State Department of Health Child Care Licensure (Regulations Section 5:2).

### **Inspected By:**

Ms. Anna Walters  
Mississippi State Department of Health  
Jackson County Health Department  
Child Care Facilities Licensure  
P. O. Box 1366  
1702 Telephone Road  
Pascagoula, MS 39568  
Phone: 228-762-1117  
Fax: 228-762-5934

**CHILD CARE COMPLAINT HOT LINE: 1-866-489-8734**

## **2. GENERAL INFORMATION**

Telephone: (228) 826-5806

Address: 12513 Hwy 57  
Vancleave, Ms. 39565

Ages: Three (3) years through Four (4) years.

We welcome all children who have reached ages three and four years by September 1 (cutoff date at local school district).

Three (3) and Four (4) year-olds MUST be potty trained.

Hours: 7:30 am                      Preschool Door Opens  
8:00 am-12:00 pm      Preschool in session

Days Open: Monday - Friday

Holidays:            Labor Day  
                          Fall Break  
                          Thanksgiving Week  
                          Christmas  
                          Martin Luther King Jr.  
                          Mardi Gras  
                          Spring Break

- FBCV Weekday Learning Center follows Jackson County School District for all closings.
- Children should not arrive earlier than 7:30 am and should be picked up by 12:00 pm. Anyone arriving earlier than 7:30 am or staying later than 12:00 pm will be charged \$1 per minute per child.
- The Preschool Director's office will be open Monday through Friday from 7:30 am-1:00 pm. If you have any questions or if you need to make a payment please come by. If you need to make an appointment after hours please call me at 826-5806 during regular office hours to schedule a time.
- Faculty: The Director and Director Designee select only those individuals who have high moral character and the ability to project warmth, love, and understanding of the children. Our teachers are required to attend regular meetings in order to be aware of new ideas and current trends in education and methods of teaching and caring for preschoolers. They are also expected to follow a planned program of individual study to grow in their teaching competencies. The teachers are provided with a basic curriculum of study used in planning their lessons and time with the children. All staff members are to attend workshops during the year and are to complete a minimum of fifteen (15) hours of in-service training during the school calendar year.

### **3. HOW PARENTS CAN HELP**

- Read this handbook carefully to help you understand the policies.
- Schedule and attend conferences during the school year with your child's teacher.
- See that your child gets a good night's sleep each night (10 - 13 hours).
- See that he has regular eating habits.
- See that he leaves for school unhurried and happy.

- See that he arrives at the proper time.
- Take an interest in what he tells you about things he does at school.
- Appreciate his early artistic attempts (Remember it is better to say "Tell me about it" rather than "What is it?").
- Let him be sure of your love and understanding.
- Feel free to call or come meet with the teacher or director about anything you may not understand about our program.
- Express to your child that this is a special place to play, learn, and meet new friends. (If you are apprehensive about leaving your child, then he is apprehensive about staying.)
- Label all belongings.
- Our office should be notified immediately in writing of any changes in address, home phone number, business phone number, persons authorized to pick up your child, or any health problems (especially allergies).

#### **4. ADMISSION REQUIREMENTS**

- An enrollment form shall be completed and returned.
- The following must accompany the enrollment form:
  - Registration fee - your child will not have a slot held unless the registration fee is paid. It is first come, first serve.
  - Immunization Compliance Form (121)
  - Emergency Medical Authorization Form (completed and notarized)
  - Authorized Drop Off/ Pick Up Form
  - Permission Form for Field Trip/ Photography/ Sun Screen
- All children in the three-and four-year-old programs MUST be potty trained.
- A student who is not in good standing from the previous school year shall not be re-enrolled.



- The Director will decide which teacher the child will have. The parent may request but is NOT guaranteed that the child will be placed with that teacher.

## **5. ADJUSTMENT PERIOD**

Starting school for the first time often causes anxiety for children. We will work with you and the child to make this adjustment period a positive experience. We recommend that you give your child at least a month to adjust to this new experience.

In helping your child to adjust, we have found it to work at the parent's advantage to take the child to his/her room and for the parent to make quick good-byes. We have found that the child will settle quicker. If a parent would like to stay in the hallway and peek through the window or listen at the door please do so. You may also call the Preschool Director to check if your child has adjusted to the surroundings.

## **6. FEES AND TUITION (These are subject to change)**

- REGISTRATION FEE (NON-REFUNDABLE) (Also covers liability insurance)  
\$150.00- due at time of registration to secure child's placement.
- Tuition is \$2,500.00 for the school year. For your convenience we have broken it down into ten monthly payments of \$250.00 beginning August 1st – May 1st.

All payments are made through the Brightwheel App. Once your child is registered you will receive an invitation to join Brightwheel.

Tuition is \$250.00 a month and is due the 1st of each month beginning in August and ending in May. There is a \$20.00 late fee when tuition is paid after the 10th of each month unless prior arrangements have been made. Parents are responsible for their child's tuition whether the child attends or not. Tuition is not reduced for temporary illnesses, absences, or holidays. If circumstances arise that will delay tuition payment, please discuss with Director.

If tuition is not paid by the end of the month and other arrangements have not been made the child will not be allowed to return to class. If your account is in arrears at graduation, your child will not participate in the graduation ceremonies until all monies are paid.

If you owe tuition or fees from previous years, you CANNOT register a child for preschool.

- ALL TUITION AND FEES SHOULD BE PAID THROUGH THE BRIGHTWHEEL APP

## **7. WITHDRAWAL**

- A two-week notice should be given before a child is withdrawn from the school and tuition is due for this two-week period whether child attends or not. If your child fails to adjust to our program, or we cannot appropriately attend to your child's needs, your child may need to withdraw within a reasonable length of time. Only in an extreme situation would your child be asked to withdraw immediately.

## **8. ARRIVAL AND DEPARTURE**

- Parents or authorized persons should enter the building through north entrance, walk child to their room and make eye contact with the teacher. The parent will be responsible for signing their child in with their time of arrival. When you pick up your child you are responsible for signing her/him out. Please make sure the teacher acknowledges you when you pick up your child. Any changes to your pick-up list may only be made IN PERSON. Parents are responsible for their children at all times.
- Your child will be sent home only with persons known by staff to be authorized and listed on the authorized person pickup form. Anyone picking up your child (parent, relative, or friend) will have to present a picture ID if staff member doesn't-know this person or we will not be able to release your child, even though your child may know this person. This provides protection for your child and assurance for you.
- If you are delayed, please call the Director at 826-5806 with your estimated time of arrival. Remember there is a late fee of \$1.00 per minute per child when children are picked up after 11:30 am and payment is due at the time the child is released.
- If child has NOT been picked up within 30 minutes of school's end (12:00 noon) and parent or other authorized caregiver cannot be reached, the Sheriff's Office will be called. DHS will remove the child.

## **9. EMERGENCY PICKUPS**

- If an emergency arises and neither you nor any authorized person can pick up your child, you may call the Preschool Director at 826-5806 with the emergency person's name. Person's picture ID will be checked before release of child.

## **10. PARENT INVOLVEMENT / VISITORS**

- We welcome parent involvement in the classroom, and feel that it benefits not only the school but the parent and child as well. Parents are encouraged to participate in the classroom as a helper on a regular basis. Any individual who volunteers in this preschool may be required to have (1) a criminal record and child abuse central registry checks to include being fingerprinted, and (2) a valid Immunization Compliance Form #121.
- Anyone not having the fore-mentioned forms on file will not be left unsupervised with children. If a parent or caregiver has come to visit or to help with a class, they must first check in with the preschool director.
- Authorized visitors (ID verified) include Health, Fire, and Licensing Inspectors. Guests such as nurse, dentist, veterinarian, etc. are known by the director and will be introduced to the children when entering the classroom.
- Any visitor not authorized by the preschool director will not be admitted to the classroom or on the playground, even if the teacher knows the visitor. ALL visitors MUST check in with Preschool Director before being allowed to visit in the classroom or on the playground.

## **11. CHILD SUPERVISION**

- Your child will be supervised at ALL times. At NO time will your child be left alone. There will always be an adult in the classroom and on the playground. The adult will be the teacher, substitute teacher, or preschool director.

## **12. SCHOOL ACTIVITIES AND PLAY**

- Your child will participate in a variety of activities such as:
  - Working with paints, crayons, blocks, and other manipulative materials.
  - Enjoying stories, poetry, dramatization, and books.
  - Learning to share, take turns, plan, work and play with others.
  - Learning to respond rhythmically to music, singing new songs, and listening to different kinds of music.

- Acquiring good health and cleanliness habits.
- Reading readiness, phonics, language arts, and number reading.
- Outside activities are just as important and just as necessary as indoor activities. Both are essential to the health, education, and development of the children. Outdoor playtime provides the usual change of scenery, the chance to run off energy, and the chance to express oneself freely with fewer disturbances to others. It also has actual physical benefits particularly in the winter when bodies are exposed to heated and dried air inside. The outside, untreated air allows irritated and dried membranes in the nasal passages to return to normal. Thus, resistance to colds and other infections is increased. Children with allergies frequently benefit from a break from dust and particle-laden air. We will spend some time outdoors each day. Exceptions: rain, temperature too cold or too hot, or threatening weather conditions. ALL children will go outside to play. Make sure they come dressed appropriately. (Jacket or sweater if needed.) If a child is too ill to go outside, he/she is too ill to come to school. If there is a condition that keeps your child from normal play, he/she may sit in the fresh air near a teacher. If your child requires sunscreen, please send it with your child and inform the caregiver of the need to apply.

### **13. MOTHER'S DAY OUT**

- TUESDAY AND THURSDAY (11:30am - 2:15pm)
  - This program is offered to give parents or caregivers additional time for appointments, lunch with friends, chores, shopping, etc.
  - Two staff members available, at least one trained in First Aid Basics and Child CPR.
- COST: \$10 plus Lunch and Drink
- CHILDREN MUST BE POTTY TRAINED TO STAY
- SCHEDULE:
  - 11:30 – Transition time: Children going home / Children staying for Mother's Day Out
  - 11:45 – Free Play in centers
  - 12:30 – LUNCH\* When possible, lunch is served in the "gym". Teacher assists opening containers. Please DO NOT send microwaveable lunch items. Teachers eat lunch with children.
  - 1:00 – Free Play in centers or outside play - choice of majority
  - 2:00 – Bathroom and snack
  - 2:15 – Go home (parents may pick up child any time after lunch) (Any child picked up later than 2:15 will be charged a \$1 per minute late fee)

- \*See Section 26 – SNACK/ LUNCH POLICY

#### **14. TRANSPORTATION POLICY (Field Trips / Special Programs)**

- Parents must accompany their child on field trips and must transport child to activity in personal vehicle. Our school does not have a vehicle with Mississippi State Law required child seats.
- A First Aid Kit is taken on each field trip.
- Some of our special programs are Open House, Christmas Program, Mother's Day Tea, and Graduation (for the 4-year-old classes). Parents will be notified about other special programs or field trips throughout the year as they are planned. Some programs will be held during regular school hours; others will occur in the evening.
- Children will be signed out to parents' custody for field trips. Therefore, FBCV Weekday Preschool is NOT responsible for accidents that occur while children are being transported to or from site. Regardless of transportation provisions, the child care facility is responsible for the safety of the children. It is required that all drivers be appropriately licensed. All vehicles must have current safety inspection stickers, licenses, and registrations. Insurance shall adequately cover the transportation of children. Children may only board or leave the vehicle from the curb- side of the street and/or be safely accompanied to their destinations.
- A parent or caregiver must be present if the child is delivered home. Seat restraints MUST be used and children properly restrained while transporting child. No vehicle shall be occupied by more individuals than its rated capacity. NO children shall be transported in the front seat of vehicles equipped with passenger-side air bags. In addition, all vehicles under 10,000 lbs. GVWR (Gross Vehicle Weight Rated) shall be equipped with occupant restraints appropriate for the age and/or weight of the children being transported. A child under the age of four (4) shall be transported only if the child is securely fastened in a child safety seat that meets Federal Motor Vehicle Safety Standards. The child safety seat shall be appropriate to the child's weight and be installed and used according to the manufacturer's instructions.

#### **15. PARTIES**

- **BIRTHDAY CELEBRATIONS:** A birthday is a very special day in the life of a child, therefore we invite you to participate in the following way:
  - You may supply special refreshments such as cupcakes or a cake and beverage. (Please no red beverage because it stains the table and floors.) Birthday celebrations will take place during snack time or 30 minutes prior to end of school day.
  - No gifts are to be given at school.
  - Private party invitations are only allowed if ALL the students in the classroom are invited.
  - Please make arrangements with your child's teacher.
- **HOLIDAY PARTIES:** The teacher will contact the parents concerning refreshments and favors for special holiday parties. With this being a Christian preschool, we will NOT celebrate Halloween, wear Halloween costumes, nor decorate with witches, goblins, ghosts, etc. Our focus at Christmas will be on Jesus' birth and at Easter will be Jesus' resurrection.
- Any outing not sanctioned by the school will not be permitted during school hours.

## **16. PHOTOGRAPHS**

- Permission to photograph child must be signed at registration or by the first day of school. In the fall we will take class and individual pictures and in the spring we will take graduation pictures.
- School picture notification will be sent home with child and will include purchase information.
- We like to let parents see what their child is doing at school, and the photographs help children retain memories of fun at preschool. However, we respect parent's right of refusal especially in event of custodial problems. Teachers may only photograph children participating in classroom activities if a copy of the permission form states okay to photograph and teacher has received a copy of the permission slip. Y

## **17. EXTRA-CURRICULAR ACTIVITIES**

- Children participating in extra-curricular activities such as gymnastics, baton, dance, or T-Ball will be signed out and transported by parent or other authorized person. Change into costume or uniform is parent's responsibility.

## **18. PERSONAL BELONGINGS**

- Each child has an assigned space for his/her backpack. Having a backpack gives the child a place to transport schoolwork; it also begins a habit of school preparedness necessary throughout educational years.
- Each child has an assigned space for his/her sweater, jacket, or coat. Cubbies are arranged so that clothing of one child does not touch the clothing of another child. Rooms will maintain a 68–72-degree temperature; your child may like to bring a sweater, long sleeve shirt, or sweatshirt on Monday and not take home until Friday.
- **\*\* PLEASE LABEL ALL BELONGINGS\*\***

## **19. TOYS**

- Toys or other personal items **MAY NOT** be brought to school unless parent has received written permission from teacher (Show-n- Tell, Teddy Bear for Picnic, etc.). These items will be for sharing with the group and not for individual play. Children shall be held responsible for the care of their own toy. Toys brought for these days may not depict secular topics contrary to the Christian faith. Toys and personal items brought to school without permission from teacher will be placed in their cubby and returned to the child when he/she is picked up.

## **20. CLOTHING**

- We suggest that your child wear comfortable, washable clothing that he can manage easily. Please remember bathroom time when dressing your child. We have found in the past that body suits and clothes that button down the back or all the way down the front pose some problems for the child.

Most children at this age are independent and do not want help. Please keep your child in mind when dressing them for the day. We do request that students dress in modest, clean, neat clothing in good repair. Any pictures, symbols, or signs on clothing must be wholesome in nature.

- Parents are requested to send a labeled ziploc bag with an extra change of clothing (season appropriate) marked with child's name.
- Plainly mark all jackets, sweaters, gloves, caps, etc., with your child's name.
- Your child should wear shoes that are comfortable and suitable for climbing, running, and playing. Flip-flops are not suitable play shoes.

- Please check lost and found box periodically if your child has misplaced something. Items left at the end of the school year will be given to The Homes of Grace

## **21. DISCIPLINE AND GUIDANCE**

- \*Time out is NOT used on children under 3 years.
- FBCV Weekday Learning Center is dedicated to training children in a program of study, activity and living that is CHRIST-CENTERED. We believe in discipline that is firm, consistent, and tempered with love, kindness, good judgment and understanding. We believe that discipline is primarily the responsibility of the parent. Therefore, parents will be notified when a problem occurs. This will give you a chance to use appropriate and scriptural steps of correction.
- Discipline has an important place at FBCV Weekday Learning Center. We wish to provide the best possible classroom atmosphere for the children and acceptable behavior is expected from each child in attendance. We believe that teaching self-discipline and respecting the rights and feelings of others is vital to the future of the individual and to our society as a whole. Disciplinary practices shall be directed toward teaching the child to understand and display acceptable behavior, to help build self-esteem, to be consistent and individualized, to consider the child's level of understanding and age, and to never be humiliating, frightening, or physically harmful to the child. We explain why the behavior is unacceptable and give examples of consequences of such behavior. Our goal is to give the child tools for maintaining control of self and have a good self-image that promotes helping others. Preschool should build the base for a lifetime of acceptable social behavior. Parents and teachers will need to work together in order to be consistent and effective in training children to make the appropriate choices.
- The procedures for positive discipline to be practiced by the faculty and office personnel are as follows:
  - The teacher will give redirection, guidance, and a verbal reprimand with an explanation of why the behavior is unacceptable to the child.
  - When it becomes ineffective, there will be an in-room time-out period established by the formula of one minute per child's age.
  - If behavior continues a consultation will take place between the teacher and director followed by:
    - The child will receive a verbal reprimand from the director.



- Acceptable behavior will be discussed with the child.
- A consultation will take place between the director and the parent(s) concerning inappropriate behavior and the measures that have been taken to correct this behavior.
- The child will be removed from the classroom for a time out period in the director's office (formula of one minute per year of age). Guidance in behavior will be given to the child.
- A conference time will be set and held between director and parent(s) to discuss the child's inappropriate behavior and possible ways of guiding the child toward displaying appropriate behavior.
- The following are prohibited (most should not even have to be listed):
  - Corporal punishment, including hitting, spanking, beating, shaking, pinching, or any other measure that produces physical pain.
  - Withdrawal or threat of withdrawal of food, rest, or bathroom opportunities.
  - Abusive or profane language.
  - Any form of public or private humiliation, including threats of physical punishment.
  - Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating, or corrupting a child.
  - Putting soap or pepper in a child's mouth.
  - Restraint of child, except as necessary to ensure their own safety or that of others.
  - Allowing one child to discipline another child.
- Guidance is given when necessary to help children resolve conflicts; redirection is one method. The child should always have the feeling of belonging, of being worthwhile, and in control of his/her own self, but not to the extent of causing opposite feelings in others. This may be your child's first experience in learning to deal with others or a group of peers, and it is the teacher's responsibility to give your child the social tools when they are needed. Children learn by doing and by observing other children and adults in their lives.

## **22. HEALTH / HYGIENE / SAFETY**

- Neither teachers nor children may attend when sick. Smoking, the use of tobacco products in any form, alcohol, and illegal drugs are prohibited in the building, on all outdoor playground areas, and in every area where children are present.

- We are depending on you to help maintain a policy that will ensure the health of the children. If your child is sick, he should be at home. We can accept only well children at our school. Parents will be notified when a child becomes ill. A child who becomes sick at school will be isolated from other children, but remain in the presence of an adult until parent/caregiver arrives to pick up child. The child will not be allowed to return until all danger of contagion has passed.
- It will be at the director's discretion to determine whether a child is ill enough to leave the school and when the child is well enough to return. The Director, following a child's illness or injury, may require a written statement from the doctor stating it's okay for the child to return to school.
- The following are considered as basic criteria for determining if a child is ill enough to go home:
  - Temperature of 100 - A child must be free of fever for 24 consecutive hours (without the aid of Tylenol, Advil, etc.) BEFORE returning to school.
  - Vomiting
  - Diarrhea
  - Croup-bad cough
  - Acute congestion
  - Unexplained rash
  - Suspicion of the following: chicken pox, measles, strep throat, impetigo, mumps, pinkeye, thrush, ringworm, meningitis, and lice.

Identified infected students with head lice will be sent home immediately with a letter and information sheet. The student may be readmitted after treatment providing there are no visible lice. Upon returning to school the child will be checked by an authorized person.

Proof of treatment is also required upon the child returning to school. Proof of treatment includes the box and the store receipt. After the third occasion of a student having head lice, a "no-nit policy" will be in effect. Any student who has had lice on four occasions will be required to be free of all nits before being readmitted to school. Prescribed or over-the-counter anti-lice treatments are considered appropriate. Back comb hair with a fine-tooth comb to remove all nits.

- Should your child have a contagious disease, please let the teacher/preschool director know immediately so that other parents can be notified.
- All children and teachers in FBCV Weekday Learning Center must have a current Immunization Compliance Certificate from the Mississippi State Department of Health. This form must be kept current at all times.

- No medication will be administered to a child during preschool hours unless a written statement from the child's doctor states a medication must be administered in case of an emergency, seizure, or other extreme circumstance. Cough drops will NOT be given to a child due the choking hazard they present.
- An Emergency Medical Authorization Form is given to parents at registration. Forms must be completed by the parent and brought to school no later than child's first day of attendance.
- Certified Practitioner Services exempting child from medical care on religious grounds must be stated in writing at registration.
- A First Aid Kit is available in each classroom and it is also taken on Field Trips. There is always a staff member present that has been certified in First Aid Basics and Child CPR.
- Emergency numbers are posted by the phone and appear on teachers' clipboard. Should an emergency medical crisis occur to your child, one staff member will remain with your child while another staff member contacts necessary emergency provider and parent. If parent cannot be located, the next authorized person on child's file will be contacted, etc.
- Church doors are locked. Preschool area doors automatically lock in an emergency situation. Director and teachers have a code for emergency situations that may occur such as bomb threats, individuals entering the facility with weapons, or any condition that would pose an immediate threat to children.
- Both teachers and children practice good health habits of hand washing before and after eating and after using the restroom. Safe food handling practices are observed at snack time and lunchtime. The teacher cleanses toys and tables with germicidal solution daily. Toys and equipment are non- toxic and age appropriate. Children are closely observed during water play activities.
- Sunscreen, if requested and provided by parents, will be applied by teacher before outside activities.
- For the benefit of your child's safety, we request that the following safety precautions be observed:
  - Reduce your speed to 10 mph when entering or exiting the parking area.
  - Parked and unattended cars should not be left with their motor running.
  - Young children should not be left unattended in parked cars.

- When the weather is bad, please drop child off quickly so the covered walkway is free for the next parent.
- Monthly fire/ disaster evacuation drills are practiced as required by state in order to familiarize the children with proper and safe procedures for emergency exit of the building:
  - In event of a fire, students will be evacuated according to plan. There may be times when our community will be under a severe weather alert or warning. The existing weather condition and the weather bureau's estimated time of arrival of the severe weather will govern the decision as to whether or not school will close.
  - An announcement to this effect will be made over local radio stations. We ask that parents please pick children up as soon as possible in this event. School personnel will remain at school until all children are picked up.
- In an emergency evacuation of preschool, children will relocate to:
  - SITE 1: Vancleave High School Cafetorium -12424 Highway 57; Vancleave, MS - PHONE-826-4701
  - SITE 2: First Baptist Church, Gautier - 325 De LaPointe Drive; Gautier, Ms. PHONE-497-4050
- Parent/caregiver will be contacted as soon as possible. In the event of relocation due to severe weather, gas line leak, or major local disaster, local radio and TV-13 will be informed "FBCV Weekday Learning Center has been moved to relocation site (#1 or #2)." For the protection of the children only the site number will be given. It is your responsibility to know the relocation sites and how to get there before any occurrence.
- Each teacher has a readily accessible clipboard for any emergency situation. It is taken with the teacher during each fire/disaster evacuation drill, on each field trip and it will be taken to the relocation site if school has to relocate.

## **23. CHILD ABUSE**

- Any operator or employee of a child care facility who has suspicion or evidence of child abuse or neglect shall report it immediately to the Mississippi Department of Human Services (DHS) in accordance with the state's Youth Court Act (Regulations Governing Licensure of Child Care Facilities, Section 7.0)

## **24. DAMAGES**

- Parents are responsible for damage child causes to property, such as breaking windows, etc. This does not include breaking small toys.

## **25. MESSAGES/ TELEPHONE CALLS/ CONFERENCES**

- Any message brought for the teacher by the child should be handwritten and signed.
- Teacher may not leave children to take telephone calls. If you need to talk to your child's teacher during school hours, please call the church office at 826-5806. The Preschool Director will relay the message to the teacher. The teacher will return the call at the end of the school day.
- Teacher, Preschool Director, or parent may request conferences. The Preschool Director or teachers are available any mutually agreed time other than school hours (7:30 am- 11:45 am). Conferences may NOT be conducted when children are arriving or departing.

## **26. CONFIDENTIALITY**

- Any conversation you have with the Preschool Director or your child's teacher will be held in strictest confidence. It will not be discussed between staff members unless you ask for other opinions. The conversation will not be taken out of the school for general discussion.
- Individual child records are confidential, kept locked up, and shall not be disclosed or released without prior written authorization by the parent. EXCEPTION: a copy of the Emergency Medical Form will be taken with the teacher during drills, field trips, and evacuations.

## **27. BITING POLICY**

- Biting is an unacceptable behavior at FBCV Weekday Learning Center. Due to health and safety reasons biting will not be tolerated.
  - 1st Occurrence-Parent will be notified and a discipline report will be filled out to be signed by the parent.
  - 2nd Occurrence-Parent will be notified and child will be sent home for the remainder of the day. Discipline report will be filled out to be signed by parent.

- 3rd Occurrence- Child will be removed from FBCV Weekday Learning Center program if the child has reached the 3rd occurrence in 30 school calendar days.

## **28. SNACK / LUNCH POLICY**

- Parents are responsible for providing a healthy snack and drink for their child daily.

## **29. STATEMENT OF FAITH**

- WE BELIEVE the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
- WE BELIEVE there is one God, eternally existent in three persons- Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- WE BELIEVE in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His Resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11; Revelation 19:11).
- WE BELIEVE in the absolute necessity of regeneration by the Holy Spirit for Salvation because of the exceeding sinfulness of human nature, and that men are justified on the Single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19,5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5) .
- WE BELIEVE in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29):
- WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28),
- WE BELIEVE in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16,6:19-20; Ephesians 4:30,5:18)

## **30. INSTRUCTIONS FOR SIGN IN SHEET**

- Sign your child in and out using the Brightwheel App.

