



FCC Preschool

2022-2023

Parent Handbook

415 Audubon Dr.

Paducah, KY 42001

270.443.0513 ext2

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Email: fccpreschool@fccpaducah.org

Administration:

Rachel Wurth, Interim Director

Lauren Evans Assistant Director

Teaching Staff:

Janice Bell

Melissa Valerius

Elizabeth Grimm

Sara Stratton

Lauren Evans

Lindsey Martin

Samantha Blumenstock

Audrey Leneave

Rachel Wurth

Christal Cox

Hayleigh Turner

Class Options:

*Extended care enrollment starts as early as 7:30 a.m. and goes to 5:30 p.m. daily

*Preschool only enrollment goes from 9:00 a.m. to 2:30 p.m. daily

 18-24 Months Old	MWF, T/Th., or M-F option
 Young Twos	MWF, T/Th., or M-F option
 Transitional Twos/Threes	MWF, T/Th., or M-F option
 Traditional Threes	MWF, T/Th., or M-F option
 Transitional Threes/Fours	MWF or M-F option
 Fours/Fives/Pre-K	MWF or M-F option

Weekly Rates:

Extended care options:

4/5 Days--\$160 p/wk.

3 days (MWF only) --\$120 p/wk.

2 days (T/Th. only) --\$80 p/wk.

Preschool only options:

4/5 Days--\$120 p/wk.

3 days (MWF only) --\$90 p/wk.

2 days (T/Th. only) --\$60 p/wk.

***PLEASE NOTE: Extended care enrollment includes the cost of preschool**

Registration & Supply Fees:

*Registration and supplies and/or supply fees are due at the time of enrollment and are non-refundable.

 **Preschool only—\$100**

 **Preschool with extended care—\$125**

*Supply fee for the school year is \$30 or you may purchase the supplies requested by your child's teacher. Supply lists vary by classroom, but will fall within the \$30 range.

*These fees apply and ARE NOT pro-rated no matter what point in the school year your child enrolls.

Background Information

FCC Preschool is licensed by the Commonwealth of Kentucky's Cabinet for Health and Family Services. The number of children we are authorized to serve is stated on our license and is posted outside the Director's office door. The laws and rules governing state-regulated childcare are readily available at all times for employees to reference in order to answer any questions parents may have.

FCC Preschool accepts children from the age of 18 months to the age of five (5) years old. We are open from 7:30 a.m. to 5:30 p.m. Monday through Friday. It is important to note that at this time, we do follow the local school calendars and are typically not in session during major holidays and extended break periods. However, we are generally in session on professional development days and other noted holidays listed on your 2021-2022 school calendar.

We strongly believe that the ratio of children to teachers directly affects the quality of learning experiences; therefore, we follow the standards listed below, and in most cases a much stricter standard:

- ✚ 1 year 6 children to 1 teacher*
- ✚ 2 years 10 children to 1 teacher*
- ✚ 3/4 years 12 children to 1 teacher*
- ✚ Pre-K/5 years 14 children to 1 teacher*

**Please note that each one of our six classrooms typically have two teachers assigned to them, so we are generally well below the state-mandated ratio on any given day.*

FCC Preschool promises to follow the regulations and laws that have been enacted by the Commonwealth of Kentucky. We believe these regulations and laws were written to ensure that children are cared for in a safe, secure, and healthy environment. We strive to exceed these standards to provide you and your child with the best quality in childcare and early childhood education.

Philosophy

Children learn best from the first-hand, hands-on experience that occurs during play. Our approach to early childhood education is that the teacher should build upon, not direct or control, the thoughts and actions of children. Child-initiated activities foster independence at a time when it is important for preschoolers to begin to develop self-reliance. We resist the increasing pressure to teach young children facts and figures; they learn about the world best by exploring and working with people, materials, and ideas. The teacher's role is to ensure that the children choose and organize their own work. This is achieved by helping the children develop a plan, define a sequence of steps, and identify needed materials. Significant amounts of time are spent in child/teacher interaction. Talking together, sharing ideas, and playing are essential to a child's development and learning to interact with others.

Ample space is important for active learning and the arrangement of our classrooms reflects the belief that children learn best in a stimulating, but orderly environment. Our classrooms are divided into well-defined work areas, and the materials in each area are organized to enable the children to express their own interests by choosing their own materials. The teachers' responsibilities are to create and maintain a physical setting that provides a balanced environment where the children can utilize their strengths and interests.

Certain basic experiences are important to children's early intellectual growth. These include: active learning, using language, representing experiences and ideas, classification, number

concepts, spatial relations, and time. By breaking down each category into developmental steps, the teachers can keep track of each child's progress. In our curriculum which follows Kentucky's Early Childhood Education standards, the daily routine is a PLAN-DO-REVIEW framework that permits children to make choices and keeps the teacher involved in the whole process. The teachers help the children learn to predict, observe, describe, explain, manipulate and find alternatives, evaluate consequences, and incorporate these processes into their work. These are the skills that many people think are missing in the present public-school curricula. If a child has any sort of diagnosed learning or developmental delay, IFSP/IEP goals are supported and implemented by preschool staff as needed.

The Preschool Program

Preschool children are most responsive to activities that are hands-on. The classroom is designed with "learning centers" that the children, at designated times, can freely choose to participate in and also decide the length of time in which they choose to play in that center. Materials are frequently added and rotated to maintain the child's interest. We most often use Creative Curriculum materials and lessons (a well-researched and highly recommended early childhood curriculum), but teachers sometimes create their own lessons and materials if they feel these prescribed activities do not offer the challenges needed or do not reflect the interests of our children. Our teachers provide activities tailored to meet the ages of the children, while also focusing on communication, science, math, social studies, music, art, and both gross and fine-motor development.

Communications with Parents

Each month, the teachers send home a Parent Newsletter in addition to a calendar of lessons and events for their classrooms. Included in this newsletter, you will learn each individual teacher's plans for the month, topics the children will be learning about, and any special activities that might be coming up such as classroom parties, birthdays, etc.

We communicate with parents in a variety of ways. Each teacher has their own Seesaw class (which is an app) where they will communicate important individual classroom information to you. Teachers also send parents photos and videos of the various activities and events the children engage in on a daily basis. Additionally, there is an FCC Preschool general Remind class that the director uses to relay important messages and information to parents including, but not limited to inclement weather/school closing info, important dates, events, etc. Specific sign-up information for these Remind classes will be given to our FCC Preschool

families upon your request or at orientation night before school starts in August. Each student also has a classroom folder where correspondence, memos, tuition bills, etc. will also be sent home, so please make sure to check your child's folder daily. And of course, phone calls and emails are also common modes of communication, as well.

Additionally, concerning communication with parents of children who are separated or divorced, please be advised that daily communication and/or your child's daily reports are directed to the parent who has the child in their care on that particular day. As most standard custody agreements assert, it is incumbent upon the parents themselves to relay messages and communicate with one another regularly about the child's school day when the child is not in the other parent's care. Our number one priority will always be ensuring the overall health and well-being of the children enrolled here, and we strongly believe that parents actively communicating with one another is an integral component of that. Therefore, we will not allow ourselves to become an intermediary where parental communication (or lack thereof) is concerned. However, both parents, no matter whose care the child is under, are always welcome at all preschool events, parties, or scheduled conferences. We appreciate our parents being mindful and courteous of this expectation.

Daily Supplies to Be Brought from Home

18-24 months/2s/Trans. 2s & 3s classes (please label all items with your child's name):

1. *Baby wipes*
2. *Diapers/training pants*
3. *Packed lunch adhering to state-mandated nutrition regulations*
4. *1 small lightweight blanket and 1 crib sheet*
5. *Seasonally appropriate extra change of clothing, extra underwear (if potty-trained), and extra socks and shoes in large Ziploc bag*
6. *A backpack carried daily that will hold a standard-sized folder and all of these belongings (no tote bags please)*

3s/4s/Pre-K Classes (please label all items with your child's name):

1. *Packed lunch adhering to state-mandated nutrition regulations*
2. *1 small lightweight blanket and 1 crib sheet*
3. *Seasonally appropriate extra change of clothing, extra underwear, and extra socks and shoes in large Ziploc bag*
4. *A backpack carried daily that will hold a standard-sized folder and all of these belongings (no tote bags please)*

**Additionally, please make sure to pack seasonally appropriate outerwear for your children throughout the various seasons. Outdoor play is vital to the overall health and wellness of our children and we will take them outside as long as weather permits and it is above freezing temperatures, even if only for a few minutes.*

Snacks/Meals/Nutritional Standards

This facility provides breakfast and an afternoon snack for children enrolled in extended care. Parents must pack their children a lunch each day that meets Kentucky's mandated nutritional standards (parents are provided with these guidelines for packing a healthy lunch). If your child's lunch doesn't have a required component(s), you will be charged \$1 per item we have to supplement and billed accordingly (PLEASE NOTE: Sweet snacks such as cookies/candy do not meet state nutritional guidelines and will not be served to the children if packed in their lunch). Each meal is at a routinely scheduled time for all children who are in attendance at that time. During any mealtime, we stress the practice of good manners, including keeping their area clean, putting trash in the containers, and staying at the table until everyone is finished.

Naptime

Naptime is an essential part of the children's day; it gives them an opportunity to rest after a busy morning and it refreshes them for the afternoon activities. Blankets and crib sheets are sent home each week to be washed. Please be advised that no children will be allowed to enter the center between the hours of 11:00 a.m. to 1:30 p.m. It is disruptive to the classrooms while they are napping. If you arrive during these hours, you will be asked to leave and return at 1:30.

Snow Day Policy

FCC Preschool will close for inclement weather when Paducah City and/or McCracken County schools are closed. Check WPSD Snowman 6 to check the status of school closing. Additionally, closure notifications will be sent via Remind and Seesaw, so please make sure to sign up and download the apps to get these notifications. In the case that Paducah City resumes classes before McCracken County, the director or your child's teacher will contact you if we feel it is safe to open. Furthermore, be advised that although we follow the school calendar, we take the possibility of inclement weather seriously, **and will sometimes close earlier than the schools (particularly in a mid-day closing situation), to ensure the safety and well-being of our families and our staff.** We will always err on the side of caution when it comes to keeping our students and staff safe.

Drop-off Procedures

Extended care morning drop-off ends at 8:30 a.m. sharp each morning (however, please note that children must arrive by 8:15 a.m. in order to eat breakfast). If you don't arrive before 8:30, you will have to wait for the car line to begin at 8:45. The entrance that runs parallel to Audubon Drive will be opened at that time for all other students. All vehicles should line up around the church building winding all the way down to the playground area if necessary, so as not to disrupt the flow of traffic on either Sunset Avenue or Audubon Drive. Line up parallel to Sunset Avenue until 8:45, and at that time preschool staff will motion you to pull forward into the main car line lane that runs parallel to Audubon Drive. Please display your child's provided name tag on your dashboard and keep your child with you in the vehicle until the teacher comes to get him/her from the car. This ensures both safety and expediency during the drop-off period. Per state regulations, you are required to sign your child in each morning. Additionally, we ask that you arrive on time for preschool each day, as late arrivals inevitably disrupt student learning and activities (**please note that late arrivals WILL NOT be admitted after 9:15 a.m. unless you have an excuse for a routine doctor's or dentist's appointment, but will not be admitted any time between the hours of 11:00 a.m. and 1:30 p.m., due to children's lunch and rest schedules**). We begin teaching your child as soon as they enter our doors, so they sooner they arrive, the better. 😊

Pick-up Procedures

No matter the time you are picking up your child (whether your child is preschool only or extended care), we also ask that you arrive on time. **If you are more than five minutes late picking up your child, a \$10 charge will be assessed for the first 5 minutes. An additional charge of \$2 per minute will be applied for every minute thereafter.** Per state regulations, you are required to sign your child out each afternoon.

Additionally, please be courteous and call us if you are running late. We staff according to enrollment, and if you are frequently late picking up your child, this causes unnecessary costs to the preschool.

Safety & Security

For your child's safety, **ALL doors to the church will be locked at ALL times**, including the interior doors to the preschool itself. This is not only for the safety of your child, but also for the safety of other students, and both church and preschool staff members. There is a doorbell that you can ring under the preschool driveway portico doors which will alert staff you are there to pick up your child during non-peak drop-off and pick-up times (i.e. before and after school extended care).

Additionally, only authorized adults who are listed on your child's enrollment forms will be

allowed to pick up your child and they must show a driver's license or other form of photo I.D. in order to leave with the child. In all cases, the preschool should be notified in a timely manner by note, an email, or by phone if a pick-up change occurs. Should a custody arrangement change, FCC Preschool must be notified in writing and be given a copy of the new court order.

FCC Preschool directorial staff and teachers also reserve the right to set appropriate boundaries with parents and/or other involved person(s) if there is questionable behavior and/or a perceived threat from a parent and/or other involved person(s). This includes but is not limited to modified pick-up and drop-off procedures for said individual(s), limited access to preschool

events and/or parent-teacher conferences, and/or any other measure deemed necessary to ensure the safety and security of our preschool students and staff.

Tuition

Tuition is based on the applicable weekly rate depending on the type of enrollment. **Invoices are put in your child's classroom folder each Monday/Tuesday (depending on days of enrollment), and it is due by the close of business each Friday** (weekly rates are included on Page 3 of this handbook). You may remit payment in your child's classroom folder or deliver it personally to the preschool office via cash, check, or money order. If you pay with cash, please remit payment in a sealed envelope clearly marked with your child's name and the amount. If you submit a cash payment during afternoon extended care and a member of the directorial staff isn't present, two staff members will verify the amount in front of you and initial the envelope, and then you will be given a written receipt until payment is entered into our billing program. If paying by check, please make it payable to FCC Preschool. **If for some reason payment is not received on the due date and the Director hasn't been contacted, a \$10 late fee per business day will be added.** There is no tuition discount for absences due to personal vacations, doctor's appointments, and/or illness.

If you choose to pay either monthly or bi-monthly, please be advised that you must pay ahead and not behind.

If a check is returned to us for any reason, you will be charged a \$50 returned check fee in addition to any other applicable tuition and late fees. Thereafter, you will only be able to make payments via cash or money order from that point forward.

If it is five (5) days passed your due date and your child's tuition has not been paid and/or payment arrangements have not been made, your child can no longer attend First Christian Church Preschool. Their enrollment will be terminated. Subsequently, the parent will be referred to a collection agency and will incur the cost of delinquent tuition and late fees, as well as a 20 percent charge of that total amount for the debt collection process.

Additionally, please note that there are 37 billing weeks during the 2021-2022 school year (you are not billed for Fall Break, Spring Break, or Christmas Break). Parents incur the cost of four of the 11 paid holidays we offer our teachers as required by the KY All STARS program since we are a highly-rated early childhood education center. Parents must pay their contracted weekly rate during the weeks of the Labor Day holiday, as well as Thanksgiving Break where we only attend Monday and Tuesday of that week.

Health Precautions

We ask for your cooperation in checking your child for signs and symptoms of illness before sending them to school each day. Children should be fever-free and free of other symptoms without medication for 24 hours in order to return to school (a more detailed Health & Wellness Policy is provided for your review and signature).

If a child becomes ill or is injured during school hours, a parent will be contacted and asked to pick up the child. In the event of a serious emergency, medical attention will be obtained immediately. Please be sure the emergency number(s) and hospital preference on your child's enrollment application is up-to-date.

It is important to bring any allergies to the preschool's attention, with information on the severity of the allergy as well as the necessary procedures to follow in case of an allergy-related emergency. Also, if any medicine needs to be administered to your child during school hours, we will provide you with a form to fill out offering specific times and instructions in doing so.

Potty-Training Policy

Potty Training is an exciting yet overwhelming time for both parents and children. We do realize that this is a unique experience for each child. At FCC Preschool, once your child reaches our young two's classroom, we are ready to partner with you on this journey. That being said once your child reaches our traditional three's classroom they must be out of diapers and well on the way to completing the journey. While we understand that even potty-trained children can still have occasional accidents, we ask that you be completely upfront and honest regarding their potty-training status. This will help ensure we can better serve your child's needs and maintain proper health and safety standards in our classroom.

Medication Authorization

All prescription and/or over-the-counter medications to be administered at the center MUST BE AUTHORIZED by a physician, MUST be in the original container bearing the child's name and all directions, and MUST have written daily permission by the parent. The parent should provide the appropriate staff with the medication and sign the required forms each day. Dosage, times, and other important information must be provided.

Immunization and/or Notarized Exemption Records

It is solely parents' responsibility to provide First Christian Church Preschool with **up-to-date copies of your child's immunization records must be on an official state of Kentucky form listing a valid expiration date, or you may provide a notarized exemption within 30 days of enrollment. Parents can have your child's doctor's office fax the immunization records to 270.443.6362.** Additionally, please be advised that your child will not be able to attend FCC Preschool if updated records aren't on file, and that you are still under contract for paying the applicable weekly rate until you provide those records.

Child Abuse/Neglect Prevention & Reporting

In the event that a staff member knows or has reason to believe that a child is being abused or neglected, the staff member SHALL report immediately to the director of the facility. In turn, the director SHALL report the suspected abuse or neglect to the Department of Social Services. If it is believed that immediate protection of the child is advisable, on oral and/or written report to law enforcement officials will be made.

Tornado/Fire/Earthquake Drills

Fire, tornado, and earthquake drills are conducted monthly for all classes. During these drills, your child will be taken outdoors with or without their coat. In the event of an actual emergency, your child's belongings would not be gathered. In the event of a natural disaster, the following guidelines will apply; 1) Children will be moved to the nearest designated area or emergency evacuation location and will follow emergency drill procedures; and 2) All attempts will be made to contact parents/ guardians. You will be provided with a copy of our Emergency/Disaster procedures upon your request.

Discipline Policy

Our disciplinary actions correspond to the behavior. All discipline is non-corporal. We believe in treating each child with dignity and respect, and in allowing the child to take responsibility for his or her actions. "Breathing Time," "Thinking Chair," verbal discussions, and the modeling and practice of appropriate behaviors are frequently used techniques.

Birthday & Holiday Parties

WE LOVE PARTIES! And concerning holiday parties and special events, parent volunteers are WONDERFUL and ALWAYS WELCOME! We strongly discourage parents' attendance at birthday celebrations, however, if you wish to send a special treat for your child's birthday, feel free to do so and ask your child's teacher about quantities and any allergies your child's classmates might have. However, state law requires that it must be store-bought and have an official nutrition label in order to serve it to the children.

Enrollment

Enrollment shall be open to any child regardless of race, religion, color, creed, or gender, provided that the program can meet the needs of the child. Enrollment is accepted in the order of approved registration until enrollment limit is obtained. At that point, a waiting list begins.

Removal of Child from Program

You are required to give a two-week notice prior to removing your child from the program or if you make a change to their enrollment status (dropping or adding days and/or extended care). If you fail to do so, you will be responsible for your child's spot at full charge during those two final/previous weeks, and if withdrawing enrollment, you will be turned over to a collection agency if fees are not satisfied before you leave. Any items belonging to your child must be taken at the time your child is withdrawn. Items remaining a week past the day of removal are considered property of the center, and we are no longer responsible for them.

Termination of Service to Clients

FCC Preschool has the right to terminate a child's enrollment without notice if said child's behavior or actions endanger the learning, well-being, and safety of other preschool children or staff, whether intentional or otherwise.

Your child may also be terminated from the program based your failure to comply with FCC Preschool's rules, policies, and procedures. If you are found to be in violation of the rules, policies, and procedures, the following steps will be taken including, but not limited to, termination of enrollment:

- 1. Notice to bring the situation to your attention*
- 2. Written warning of a two-day (or longer) suspension and you will still be under contract to pay applicable tuition fees*
- 3. Implementation of suspension and/or termination from the program*