



**FCC Preschool**

**2024-2025**

**Parent Handbook**

415 Audubon Dr.

Paducah, KY 42001

270.443.0513 ext. 2

Fax: 270.443.6362

Email: [fccpreschool@fccpaducah.org](mailto:fccpreschool@fccpaducah.org)

**Administration:**

**Rachel Wurth, Director**

## Class Options:

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

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

✚ 12-18 Months Old	MWF, T/Th., or M-F option
✚ 18-24 Months Old	MWF, T/Th., or M-F option
✚ Young Twos	MWF, T/Th., or M-F option
✚ Older Twos	MWF, T/Th., or M-F option
✚ Pre-K Three	MWF, T/Th., or M-F option
✚ Pre-K Four	MWF or M-F option
✚ Pre-K Five	MWF or M-F option

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## Weekly Rates:

Extended care options:

4/5 Days--\$170 p/wk.

3 days (MWF only)--\$130 p/wk.

2 days (T/Th. only)--\$90 p/wk.

Preschool only options:

4/5 Days--\$130 p/wk.

3 days (MWF only)--\$100 p/wk.

2 days (T/Th. only)--\$70 p/wk.

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

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## Registration

\*Registration fees are due at the time of enrollment and are non-refundable.

- ✚ Preschool only—\$85
- ✚ Preschool with extended care—\$110

\*This fee is NOT pro-rated no matter the 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 12 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. Days out of school can be found on the 2024-2025 calendar that is given to families at the start of the school year.

We strongly believe that the ratio of children to teachers directly affects the quality of learning experiences; therefore, we follow the state 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 seven classrooms has two teachers assigned to it, 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 childcare and early childhood education.

## Our Program

Children are most responsive to activities that are hands-on. Thus, we follow a Play-to-Learn model that is designed to be developmentally appropriate for young children. We encourage each child's physical, social, emotional, and intellectual growth while inspiring a lifelong commitment to learning through child-initiated and teacher-supported activities. Play-based learning stimulates the child's drive for exploration and discovery and encourages their

imagination and curiosity. Through play, children learn basic social skills, like sharing and taking turns, and with the aide of our supportive teachers, they are able to bring their own language, customs, and culture into their play. It is our goal to assist our students in developing confidence in themselves while thriving in a nurturing and positive environment. Our teachers provide activities tailored to meet the ages of children, while also focusing on communication, science, math, social studies, music, art, and both gross and fine-motor development.

## Communications with Parents

Each month, teachers send home a parent newsletter or calendar. Included in these materials 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 Brightwheel account (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, the director uses this app 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 Brightwheel accounts will be given to families upon registration, or during orientation night before school starts in August. Each student also has a classroom folder where correspondence, memos, etc. will also be sent home. Please make sure to check your child's folder daily. Of course, phone calls and emails are also commonly used methods of communication, as well.

## Daily Supplies to Be Brought from Home

**12-18mo, 18-24mo, Young 2, and Older 2 (please label all items with your child's name):**

1. Baby wipes
2. Diapers WITH velcro or tabs. Do NOT send pull-ups without velcro sides
3. Packed lunch adhering to state-mandated nutrition regulations
4. Reusable water cup
5. 1 small lightweight blanket and 1 crib sheet
6. Seasonally appropriate extra change of clothing, extra underwear (if potty-training), and extra socks and shoes in large ziploc bag
7. A full size backpack carried daily that will hold a standard-sized folder and all of these belongings (no tote bags, diaper bags, or mini backpacks)

**Pre-K 3, Pre-K 4, and Pre-K 5 (please label all items with your child's name):**

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

\*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 the temperature is above freezing, 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, **Lunch is not provided.** 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), additionally all lunch needs to be in a lunchbox WITH an icepack. **If your child's lunch doesn't have a required component(s), you will be charged \$3 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. We adhere to state-mandated rest period timing and all children are required to have a rest period every day. Their 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 2:00 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 2:00pm.

## Snow Day Policy

**FCC Preschool will close for inclement weather when Paducah City and/or McCracken County schools are closed.** Closure notifications will be sent via Brightwheel, so please make sure to refer to your messages in the event inclement weather is coming. In the case that Paducah City resumes classes before McCracken County, the director 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. Late fees will apply if you do not pick-up your child within the pick-up window we provide for early dismissal.

## Drop-off Procedures

**Extended care morning drop-off ends at 8:30 a.m. sharp each morning (however, please note that children must arrive before 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 2:00 p.m., due to children's lunch and rest schedules).**

## 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. Preschool-only pickup is at 2:30pm lasting until 2:45pm. Pickup AFTER 2:45pm is charged a late fee. Extended care pickup is from 2:30pm-5:30pm. Pickup AFTER 5:30pm is charged a late fee. **If you are late picking up your child, a \$20 charge will be assessed immediately then an additional charge of \$2 per minute will be applied for every minute thereafter. If you are late picking up more than two times, please note that your child will be terminated from our program, effective immediately.** 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, Brightwheel message, 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 another 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 sent every Sunday through Brightwheel and are due by the close of business each Friday** (weekly rates are included on Page 2 of this handbook). You may pay your bill directly in the app or 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. 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 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. Additionally, you will only be able to make payments via cash or money order from that point forward.**

**Parent agrees that if for any reason their credit card is declined in Brightwheel, they will incur a \$30.00 fee payable within five (5) days. If their card has declined more than three (3) times, tuition payment from that point forward will only be accepted as cash or check.**

**Should FIVE (5) business days pass 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 and 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 2024-2025 school year (you are not billed for Fall Break, Spring Break, or Christmas Break). Parents incur the cost of NINE (9) of the ELEVEN (11) paid holidays we offer our teachers as required by the KY All STARS program, as we are a highly-rated early childhood education center. Parents must pay their contracted weekly rate during the weeks of the Labor Day holiday, November election week, MLK JR holiday, Presidents Day holiday, week of Good Friday, May election week, as well as Thanksgiving Break where we only attend Monday and Tuesday of that week. The parent agrees there are no tuition credits/discounts given for absences due to personal vacations, doctor's appointments, and/or illness.**

## **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 accurate and 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 for administration.



## Potty-Training Policy

**All children who are three on or before August 5, 2024 MUST BE FULLY POTTY TRAINED TO GAIN ENROLLMENT WITH FCC PRESCHOOL.** Pre-K 3 is not equipped for diaper and/or pull-up changing and therefore we cannot accommodate three-year-olds who are still in diapers or pull-ups in this classroom. 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, so that we can best serve your child's needs, as well as maintain proper health and safety standards in our classrooms. Failure to adhere to this potty training policy will result in dismissal from our program.

## 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 which 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 their 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

If 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, an oral and/or written report to law enforcement officials will be made.

## **Tornado/Fire/Earthquake/Active Shooter Drills**

Fire, tornado, earthquake, and active shooter 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**

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. We invite parents to join in on holiday fun at the following events, Thanksgiving family luncheon, Christmas party/program, Easter parties, and our spring family picnic.

## **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 the 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, or safety of other preschool children or staff, whether intentional or otherwise.

Your child may also be terminated from the program based on 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