

# KidFirst Christian Preschool 2018-2019 Handbook

## Divisions of KidFirst

For the purpose of this handbook and all written communication to parents, the following terms are defined as:

Infants or Infant Class—children under the age of 13 months as of September 1

Walkers & Toddlers—children between ages of 13-30 months as of September 1

Preschool—the classes containing children ages 30 months or older

## Hours of Operation

Regular program hours are 8:30am to 3:00pm on Tuesdays and Thursdays.

Extended hours begin at 7:15am and end at 5:00pm. Additional charges apply for each extended session. KidFirst follows the MPISD school calendar. We will honor all school holidays.

## Arrival Times

Please understand KidFirst is a preschool program. All preschool classes begin at 8:30am. In order for your child to have valuable learning time and avoid distractions for both teachers and other learners, we kindly request all preschool children arrive no later than 9:00am. Exceptions for doctor's appointments or other reason must be cleared in advance with the director.

## Registration Fees

A **non-refundable** registration fee of \$50 per child will be required before any child's registration is complete. A child's place at KF cannot be reserved without payment of the registration fee.

Families with a child currently enrolled at KF at the time of registration may defer payment of the fall registration fee until August.

## Payment and Fees

Attached is a payment schedule for the 2017-2018 KF school year. All payments are due no later than the 15<sup>th</sup> of each month. Director may extend the due date for special circumstances. Any account with a balance after the 15<sup>th</sup> will be charged an additional \$25 per child late fee.

Tuition is based on a monthly fee. The monthly fee will be charged regardless of the number of school days in the month. The full monthly fee will be charged September-May. August tuition will be charged at 60%.

Payments can be mailed to:

First Baptist Church Attn: KidFirst  
PO BOX 867 Mount Pleasant, Texas 75456

KidFirst accepts cash, checks, and all major credit/debit cards.

**KidFirst also offers online payments. Online payments can be made at [fbcmp.org](http://fbcmp.org).**

#### Extended Fees

As a courtesy to our parents, we offer extended sessions each day. Basic childcare will be provided during these sessions. No curriculum will be taught during these sessions. Snacks will not be served during morning extended sessions. Children may bring their own breakfast items from home. A snack will be served during afternoon extended session.

Parents may enroll their child in extended sessions according to the fee schedule attached. If a child is enrolled in an extended session, the child may use the extended session as many times as needed. If a child is NOT enrolled in extended session and needs to come early or stay late, a fee of \$5 per session will be added to the child's next tuition statement.

Morning extended hours are 7:15am – 8:25 am. Any child arriving before 8:25am will be charged the \$5.00 fee. Afternoon extended hours are 3:10 pm-5:00pm. Any child remaining after 3:10 pm will be charged the \$5.00 fee.

Parents failing to pick up their children by 5:00pm will be given one verbal warning. A written warning will be issued on the second offense. On the third and each subsequent offense, a fee of \$1 per minute per child will be charged to the family account. Fourth offense will result in a one month suspension from extended care for your family.

#### Employees of KidFirst

All employees of KF are employees of First Baptist Church. Criminal background checks have been conducted on each employee.

### Lunches and Snacks

Each child needs to bring a balanced lunch each day of KF. Refrigerators are available in all classes if needed. For safety, no glass containers will be permitted for preschool children. Microwaves are also available in each classroom. Due to state requirements, **FOOD MAY ONLY BE HEATED FOR ONE MINUTE OR LESS**. Frozen dinners or meals requiring lengthy heating times will not be permitted.

Please label all bottles, lunch boxes, lunch containers with your child's name.

### Withdrawal from KidFirst

Any parent wishing to withdraw their child from KF should give notice to the director of at least 14 days. Parents who do not give a 14 day notice will be charged for any KF days within that 14 day period.

### Child Release

Children will only be released to (1) any person listed under "may be picked up by" section of the registration forms or (2) any person who the parent permits in person or by phone conversation with the director.

Each parent and any authorized pick-up person are required to have a 4 digit PIN. This number will be used to check each child in and out daily. Every person must have their own unique PIN. This number allows us to know exactly who brings and picks up each child every day

Any person who is not familiar to the KF staff will be required to produce a photo ID before KF will release the child. A copy of the ID will be made.

### KidFirst Contact Information

Any parents wishing to relay information to the director or staff are asked to call the KidFirst direct phone number at 903-380-7079. Director will be unable to check messages until early afternoon. If parents have emergencies, they may call the director's cell phone.

### Illness and Medication Policies

For the safety and courtesy of other children and staff, no child shall be allowed to attend KF if they have had any of the following conditions within the past 24 hours: fever, vomiting, diarrhea, contagious rashes, or other communicable diseases. A child requiring antibiotics prescribed by a doctor should have taken the medicine for a full 24 hours before returning to KF.

Any child showing signs of these conditions while under the care of KF will be required to leave immediately. Parents will be notified by phone and will be expected to make arrangements to have their child picked up.

KF employees will be allowed to administer medicine, prescription or over the counter, only if parents complete a medication form with the director. Medications must be in the original container and properly labeled. Employees will record the time and amount of each dosage given.

### Discipline

KidFirst employees practice the principle of least intervention. This theory promotes that the least amount of discipline is used in every situation. Normal discipline strategies include redirection, verbal warnings, and “time-out” (one minute per age). Parents will be contacted should a child need additional discipline. In any case, an employee will not ever be allowed to use any form of corporal punishment.

Any child who is deemed by the director to a danger to another child, children, or staff will not be allowed to attend KidFirst. Examples of behaviors that could be deemed a danger are excessive biting, violent outburst, running away from staff, and /or excessive punching or kicking. Parents will receive a written warning before the child is not allowed to attend.

### Parent Communication

Communication between KidFirst staff and parents is very important. Our goal is to provide your child with a positive, exciting, hands-on educational experience. Field trips, special school days, programs, and parties require good communication practices. Infant, walkers, and toddlers parents are asked to daily check their child’s diaper bags for notes. Preschool parents are requested to check their child’s “At Home Folder” for important school notices.

All preschool children are asked to bring a backpack or bag to transport their folder and sleep blankets. All backpacks must be small enough to store in the classroom cubbies, but large enough to hold your child’s folder.

A monthly calendar, newsletter, and tuition notices will be sent home on the first day of the each month. These notices will contain all the needed information for each month. Reminder notices will be sent home through out the month,

## Naps

The majority of young children need an afternoon naptime in order for their bodies to rest and recharge. All KidFirst classes have a scheduled naptime. Children are never forced to sleep, but will be required to lie down and rest. Parents who do not wish their children to nap or have sleep concerns should speak to the director to work out a solution.

Parents will need to provide each child with a sleep/rest mat. Rest mats will be stored at KF. Children are encouraged to bring a pillow and/or blanket from home. Pillows and blankets cannot be stored at KidFirst. They must be small enough to store in your child's backpack.

## Field Trips

Our preschool division of KidFirst often takes field trips to enhance your child's learning and experiences. Parents will be notified of all field trips in the monthly newsletter. Parents are required to sign and return a permission form for each field trip.

Parents are welcome to drive their own transportation to and from all field trips. However, parents may not transport other children without written permission from the other parent. Parents attending field trips may be asked to assist with other children and are expected to follow all rules. Parents are also required to pay all their own expenses. Due to space limitations, parents are not allowed to ride on FBC transportation.

FBC provides transportation for all field trips via the church vans or bus. All children are required to have a car seat or booster seat. The director arranges the seating of the vans or bus. Only KF or FBC employees will drive FBC transportation.

## Bad Weather Release

KF will follow all MPISD decisions concerning bad weather dismissal. On early release and delayed start weather days, KF will remain in operation from 7:30am-5:00pm.

## Birthdays

We love birthdays at KF. Parents are welcome to bring cake, cookies, or other treats to celebrate their child's birthday. Parents are requested to communicate with their child's teacher as to the best time for this celebration. Teachers will be happy to send home birthday invitations provided all children within the class receive one.