



**PRESCHOOL &  
KINDERGARTEN**

**Parent Policy Handbook**



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# ABC PRESCHOOL AND KINDERGARTEN

## PURPOSE STATEMENT

The purpose of ABC Preschool and Kindergarten at Fellowship Bible Church is to provide a program of excellence that is Christian, moral and safe. Our aim is to meet the spiritual, emotional, social, physical, and academic needs of preschool and kindergarten children.

We also want to extend a Christian Ministry to the families of ABC. Our purpose is to glorify God as we seek to reflect His image in our lives. We will present the gospel of Jesus Christ. All teachers, personnel and volunteers will serve as Ministers of the Gospel, based on doctrinal standards established, interpreted and published by the FBC Board of Elders.

## WHY CHOOSE ABC PRESCHOOL AND KINDERGARTEN?

ABC Preschool and Kindergarten was established in 2000. The leadership of Fellowship Bible Church had a vision to create a preschool that would meet the spiritual, emotional, academic and creative needs of children.

### **A - Art Appreciation**

The fine art specialty came from the vision of giving children the opportunity to experience visual or physical art during their preschool day to promote the creativity that is often lost during this high-tech era in which they are living.

## **B - Bible Teaching**

We provide all our children with an age appropriate and engaging Bible curriculum that combines stories, songs, visuals and weekly activity sheets.

## **C - Curriculum**

We use age appropriate Saxon Math and Phonics curriculums in our 3-year-old through Kindergarten classes. These curriculums introduce the children to number, science and phonics concepts.



# ADMINISTRATIVE INFORMATION

## PRESCHOOL AND KINDERGARTEN STAFF

A competent Christian staff has been chosen to give loving, nurturing care to your child. The teachers have chosen to teach in this school because of their love of children, their love of the Lord, and their enthusiasm for teaching preschoolers.

All of our teachers have experience with preschoolers and some have degrees in education. Our Kindergarten teachers are degreed educators. Our teachers attend monthly planning meetings and continue their education by attending training workshops offered by professional educational organizations.

## ADMISSION PROCEDURES

Parents who wish to enroll their children in ABC Preschool and Kindergarten may contact the Director at (918) 481-0430 to tour the facilities, preview the curriculum, and discuss the individual needs of their child.

Enrollment is complete when the proper forms have been filled out, the registration fee and the balance of the first month's tuition has been paid. The registration is non-refundable.

## CLASSES

<i>Young 2s</i>	18-24 months
<i>Middle 2s</i>	2 years old
<i>Older 2s</i>	2 years old
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<i>Young 3s</i>	3 years old
<i>Middle 3s</i>	3 years old
<i>Older 3s</i>	3 years old
<hr/>	
<i>Pre-K A</i>	4 years old
<i>Pre-K B</i>	4-5 years old
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<i>Kindergarten</i>	5-6 years old
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Children need to be the classroom age by September 1<sup>st</sup>, of the current school year.

We ask that children entering the three year old program and older be fully potty-trained. If you have concerns about your child in this area, please speak with the school director before enrolling or placement in a class.

## SCHOOL SCHEDULE

We are in session on Tuesdays and Thursdays from September through mid-May.

***Preschool from 9:30am to 2:30pm***  
***Kindergarten from 9:15am to 2:45pm***

Our current calendar is published at the beginning of each school year and is distributed at our Open House with an information packet.

We generally begin a little later and close a little earlier than Union and Jenks Public Schools. We will follow Union and Jenks school calendars for major holidays and emergency closings.

## TUITION

***Preschool tuition: \$1,980.00 per year***  
***Kindergarten tuition: \$2,070.00 per year***

Families can elect to pay the entire amount up front and receive a 5% discount. Most families pay the yearly tuition amount in monthly installments of \$220 (preschool) or \$230 (kindergarten).

***Tuition is always paid one month in advance.*** September tuition is due at the time of registration, October tuition is due the first of September, etc. (Included in the September tuition is a \$25 non-refundable deposit.)



A tuition invoice will be passed out on the last day of each month through your child's classroom. You may pay on-line at our ABC Parent Portal. Go to [www.fbctulsa.org/abc](http://www.fbctulsa.org/abc). Then click on the Parent Portal button near the bottom of the page. You may also pay by cash or check in the ABC Office.

ABC will provide you with a temporary username and password to access your information. When you log in the first time it will prompt you to change your password for security reasons. Your username will remain the same.

**Late Tuition**—Payment is due the first week of the month and is considered late after the 10<sup>th</sup> of the month. A late fee of \$10.00 per child will apply to all tuition payments received after the 10<sup>th</sup>. Tuition plus late charge not paid by the first of the month will result in interruption of the child's attendance at ABC. Exceptions will be made only when special circumstances apply and have been approved in advance by the director.

***There is no reduction in tuition for absences.***

## **DISCOUNTS**

- A **10% discount** will be given to the **third child** for families who have three or more children enrolled for the same school year.
- A **5% discount** will be given if tuition is **paid in full** by September 10<sup>th</sup> of the current school year.

## WITHDRAWAL PROCESS

### ***Before the start of the school year***

As previously stated, the **\$25.00 registration fee is non-refundable**. September tuition will be refunded in full for withdrawal notices received by May 31. One-half of September tuition will be refunded for withdrawal notices received by June 30. No refunds will be given for withdrawal notices received after June 30.

### ***After the start of the school year***

Withdrawal from school during the school year requires a **two-week notice**. Intent to withdraw must be submitted in writing to the Director.

## SPECIALTY CLASSES

At ABC Preschool and Kindergarten, it is our desire to give your child exposure to the arts. We offer different classes each year in areas such as Music, Spanish, Creative Movement, etc. These classes will take place during the preschool day at no additional cost to you.



## **SCHOOL RECORDS**

Because emergencies may arise, please keep the school notified of changes to home, business, and emergency phone numbers. Sign-in each day with an emergency number. In case of an accident or illness, every effort will be made to contact a parent or guardian.

Should we be unable to contact you, we will use the “Emergency Authorization Form” which you have signed on your child’s information sheet.

## **SCHOOL CLOSING DUE TO INCLEMENT WEATHER OR EMERGENCIES**

ABC will close due to bad weather or other emergencies such as power outages, flooding, etc. when Jenks and/or Union Public Schools are closed. Please listen to local television and radio stations for that information. There will be no reduction in tuition due to unexpected closings.

# CLASSROOM INFORMATION

## CURRICULUM

All of our classes use an age appropriate Bible curriculum from Gospel Light. The older three year old class uses Saxon Early Learning Curriculum. Our Pre-K classes utilize Saxon Pre-K Math and Phonics-K, and Kindergarten utilizes Saxon Phonics-K and Math-K curriculum. Each teacher has access to a variety of other resources as well.

## ATTENDANCE

***Preschool begins at 9:30am - ends at 2:30pm.  
Kindergarten begins at 9:15pm - ends at 2:45pm.***

Please arrive ***no earlier than*** 9:25am (Preschool) and 9:10am (Kindergarten) as your child's teachers need this time to prepare the room and to take part in teacher "prayer and announcement" time. ***It is important to your child to arrive on time so that s(he) does not miss out on any of the planned activities.*** A child that is consistently late will have a harder time making friends and adjusting to the routine. Activities missed due to tardiness will not be made up in class.

Please pick up your preschooler ***no later than*** 2:30pm and your kindergartener ***no later than*** 2:45pm. If an emergency arises please notify the preschool office with your alternate arrangements. If a student is picked up after 2:35, (2:50 for kindergarten), the parent/guardian will be charged a late fee

of \$5.00. If a parent/guardian is more than 10 minutes late, the child will be taken to the director's office for pick up and additional fees will be accrued.

**Please call 918-481-0430** to make us aware of pick up changes or to inform us if your child is going to be absent due to illness. There are no refunds for absences.

Kindergarten begins at 9:15am and ends at 2:45pm. This allows our students an extra hour per week to meet the demands of current Oklahoma State standards and objectives. Your kindergartener will be expected to complete and return all homework assignments as part of his/her attendance to ensure a well-rounded educational experience. ***It is imperative that Kindergarteners arrive on time and remain for the entire day!***

## **CHILD PICK UP PROCEDURES**

As previously stated, we ask that you sign in each morning as you bring in your child. If someone other than you will be picking up your child at the end of the day, we ask that you do three things:

1. Sign in the name of the person who will pick up.
2. Verbally tell the teachers who will pick up.
3. The person picking up will need to provide an appropriate form of identification at pick up (driver's license or passport) if it is anyone other than the parent, guardian, or other authorized adult.

If a change in pick up plans occurs during the day, please **call the ABC office at 918-481-0430** to notify the director. You will be asked for your chosen password recorded on your child's information sheet, to verify your identity.

## TOYS AND PERSONAL ITEMS

We request that parents not allow their child to bring personal toys into the classroom. This helps avoid a wide variety of problems. We do, however, allow children to bring a personal item if is needed for comfort at rest time.



Occasionally, teachers will ask parents to help their child bring certain items for "show and tell", nature activities, or for special days. Parents will need to check with teachers before bringing pets, insects or other animals.

## REST TIME

All students in two and three year old classes will be allowed a rest time following lunch. They are not required to go to sleep, but they are asked to be quiet to rest their bodies from the day's activities. This time allows the sleepers a chance to get to sleep. The non-sleeping children will then be allowed to participate in some type of quiet activity during the remainder of quiet time.

Your child's teacher will let you know what you will need to bring for your child's rest time. ***Please do not bring sleeping bags.***

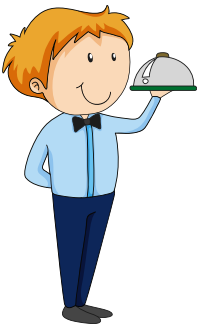
## SNACKS

We will provide a snack each day such as goldfish crackers, animal crackers, dry cereal, etc. The children will be given water to drink with their snack. There may be times that your child's teachers will ask for food items for a special project that may serve as a snack for that day.

If your child has specific food allergies that prohibit him/her from eating what we provide, you will be asked to bring his/her own personal snacks.

## LUNCHES

Parents are responsible for providing their child's lunch and drink. Please make lunches of "finger-type" foods. Please limit the amount of sweets that are included in the lunch and refrain from sending soft drinks.



Please do not send any glass containers or drinks containing red dye. Teachers will encourage children to eat their healthy food first before eating any sweets. ***Label all lunch boxes, food containers, and thermoses with the child's name.***

***Lunches cannot be warmed up.***

## BIRTHDAYS

Birthdays are a special time for children, and they often like to share it with their friends. We have a “pretend” cake to allow your child the chance to blow out candles.



If you wish to provide a small, **commercially prepared**, unopened treat for your child’s birthday, please inform your child’s teachers at least two class days ahead of time. Teachers can then notify parents of children with food allergies to allow them to bring an appropriate treat as well.

***Please refrain from sending cupcakes.*** Prepackaged cookies, muffins, doughnuts, etc. will be welcomed.

## HOLIDAYS

We love to celebrate the holidays at ABC. Individual classes will have parties several times during the year to celebrate the wonders of our Lord and Savior. There will be a sign-up sheet outside each classroom a few class days before the holiday asking parents to provide a small treat or party supply. Please help us keep the focus of our parties on Christ or on the gifts that God has provided us. Remember that all treats must be commercially prepared, prepackaged items in their original unopened package.



## FIELD TRIPS

Our Pre-K and Kindergarten classes may take field trips that expand upon the unit being taught. We ask that parents drive their own children to field trips. If the parent is unable to do so, they can arrange with a family member or another classroom parent to transport their child.

*Preschool and Kindergarten field trips are for children enrolled in the participating class only. Please make arrangements for younger children in your care or be prepared to cover their expenses on the trip.*

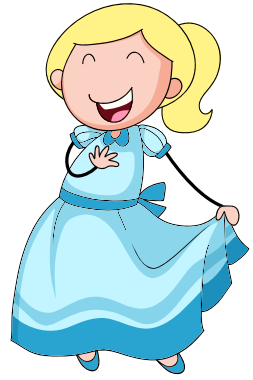
## DRESS

Please think of your child's comfort and dress him/her in easy to manage play clothes. Although the children do wear smocks when painting, many of our activities are messy and accidents do happen.

Please send your child in comfortable ***closed toe sneaker*** type shoes. Your child will be much more comfortable on the playground and in the building wearing appropriate play clothing.

We go outside even on "chilly" days. If the temperature and wind chill are both above freezing we will go out for a short time. Please dress your child with coat, hat, and mittens or gloves on these days. ***LABEL all outside wear and any other clothing your child might remove while indoors.***

We work very hard to help your child gain autonomy in going to the restroom. Please consider your child's ability to unfasten, unbuckle, or unbutton his clothing as you dress him/her for preschool.



Teachers will help with clothing when necessary, but many accidents happen when the child is already in the restroom but cannot unbuckle his belt or overalls.

Students should have a change of clothing in their bag each time they come to school, in case of emergency. Remember to include pants, underpants, and socks. It is a good idea to include an extra shirt also. ***Label all backpacks, diaper bags, blankets, etc.***

## **ILLNESS AND MEDICATION POLICIES**

Please notify the ABC office if your child will not be attending due to illness at **918-481-0430**. You will be called to pick up your child if he/she appears to have symptoms of illness during the day. It is our desire to maintain the healthiest environment possible. We ask for your cooperation in helping maintain that environment.

## **PLEASE keep your child home if any of the following applies:**

- (S)He child has a fever or has had one during the previous 24–hours. (Child must be fever–free for 24–hours without the use of fever reducing medicines)
- (S)He has a cold or flu that is less than 4–days old.
- (S)He has a heavy nasal discharge or a constant cough.
- (S)He has vomited or has had diarrhea in the last 24–hours.
- (S)He has symptoms of a possible communicable disease.
- (S)He has an unexplained rash.
- (S)He has exhibited behavior that is not typical of him/herself when healthy (weepy, lethargic, etc.)

Teachers may not administer medication. Parents may come to school and give it in appropriate situations. Please notify the director if your child needs to keep an inhaler or Epi–pen available for severe allergies.

## BEHAVIOR AND GUIDANCE

Discipline should be used as Christ intended, to make disciples. Our goal is to help students learn appropriate behavior or responses, not to punish them for inappropriateness.

### Grace

The first step is to remind the child of expectations and offer forgiveness.

### Space

The next step is to redirect the child to another activity. If the behavior persists, the child will be directed to a quiet area away from activity with a small toy or book.

If necessary, the next step will be to have the child sit quietly near the teacher without the benefit of books or toys to allow the child time to calm his/her body down himself.



### A New Place

If all previous steps have been taken and the child is still disrupting the class, one teacher will bring the child to the director for an additional time of calming down.

If a child is brought to the director on more than one occasion during a single day, the child may be sent home for that day.

## **BITING**

Biting is a behavior that is prevalent with 1 and 2-year-old children. Children of this age have limited language ability, therefore biting can become a way of expressing their feelings. However, due to the risk of the spread of infection and disease, if a student bites another child or teacher on more than one occasion, the child will be sent home for the remainder of that day.

Parents will be asked to confer with the director and teachers, and a brief suspension may be required.

## **REPORTING OF CHILD ABUSE/NEGLECT**

We are required by law to report to authorities any suspected incidents of possible child abuse or neglect.

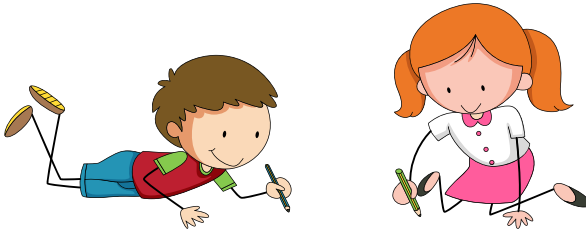
## **PARENT-TEACHER COMMUNICATION**

Please feel free at any time to discuss your child's development with the teachers. However, we do ask that you do not discuss any negative behaviors in front of your child or other children.

You may ask the teacher to write you a note about specific concerns. If needed, a conference can be arranged with your child's teachers and the director.

Each class will send home a monthly calendar listing special items and activities for their class. Please take the time to discuss these special activities with your child and learn about his or her day.

In the Fall, teachers will send home a “How am I doing” note for twos and threes to let you know how your child is progressing. They will point out any particular activity your child really loves, and any areas he or she is working on. This will be followed up in the Spring with another letter. Pre-K classes and Kindergarten teachers will conduct a more in depth Skills Assessment in both Fall and Spring.



### **Note from the Director and Assistant Director**

If you ever have any questions or concerns, we have an open door policy. You are welcome to stop by our office or call anytime to discuss any issues that may come up. We would ask that if it is a classroom issue you first speak with your child’s teachers. If you then have further questions, please stop by our office, email, or call us.

Thank you for sharing your children with us. We count it a privilege to minister to them through our program. We are praying for a wonderful school year and for each one of the children attending our school!

# FELLOWSHIP BIBLE CHURCH

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If you are looking for a church home, we invite you to join us at FBC on Sunday mornings.

**Sunday Service times**  
**9:00 & 10:30am**

There are many opportunities for you to take part in our church body. If you would like more information, check our website at [www.fbctulsa.org](http://www.fbctulsa.org) or visit our information tables in the lobby between services.

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