

First Baptist Church of Elkton
Preschool Information

Mission Statement

To maintain a quality program with activities that meet the physical, mental, social, emotional, and spiritual needs of children within a Christian environment.
To provide a supportive ministry to families within the community.

Purpose

A preschool is in many cases a child's first experience with a large group and a structured atmosphere. We want to present school as a pleasant, happy place where we can learn together and share together. We, through our artwork and play, promote creativity and use of motor skills. We sing, learn to follow directions, and we hope each child learns to feel more comfortable with themselves in a large group. We learn to line up, follow instructions, and be a helper. We work with colors, cutting, sounds, letters, and we try to enjoy the beautiful things of nature around us. We listen to Bible stories, paint, sew, and pretend.

Teachers

The preschool teachers are devoted to helping your child realize that learning can be fun!! Each teacher loves the Lord and tries to show the children that God loves them and they are special to Him. It is our privilege to work with your child; to love them through their preschool experience. We sincerely pray that this will be a rewarding experience for you and your child.

School Hours

Morning Session 9:00-12:00

School Closings

We follow the Cecil County Public Schools calendar. We will remind you in advance of any holidays. The general rule is-when public school is closed, we are closed. If they are late (one or two hours), preschool follows a modified school day. If school closes early, we will close early as well. Official school closings can be found on your local news and radio stations.

Modified Schedule (one or two hour delay): **11:00 am-1:00 pm**

In the unlikely event of a power outage or loss of water, preschool MUST close. We will try to contact everyone as soon as possible to make them aware of the situation. If school is in session, all parents will be called to pick-up their child. This is mandated by the Health Department.

Admissions

Children must be 3 years old by September 1st of the school year you are enrolling for.

Children may not attend preschool if they are eligible for public kindergarten. (They will be turning five by August 31st.) Exceptions may be made on a case by case basis after completing the following three steps: 1. A parent or guardian must submit a written request as to why they think their child is not ready for kindergarten and should be allowed to attend preschool; 2. An assessment will be done by the director and possibly a teacher; 3. An approval by the Preschool Board after reviewing the information from steps one and two.

Children must be totally independent in toileting. We understand that our preschoolers are still young, but they must be completely potty trained to attend. The teachers are very involved in learning activities and therefore do not have the time to train the children in going to the bathroom. Diapers and “pull-ups” are not permitted in preschool. If your child has a medical condition that requires extra protection, a note will be required from the child’s doctor.

Children may not attend the program when they have a fever or a contagious condition. (See Illness Policy).

Maryland State law requires that we have each child’s immunization form filled out and on file at all times.

There is a \$25.00 non-refundable registration fee that is due at the time you register your child.

Registration forms can be dropped off at the preschool or mailed to 607 Delaware Ave., Elkton, MD 21921.

**It is the responsibility of the parent/guardian to inform the preschool of any changes in address, phone numbers, or immunization updates. All paperwork must be completed and on file before your child may attend.*

Clothing

A preschool can be messy. Please send your child in clothing that is comfortable to play in. Rubber soled shoes are preferred for safety in the classroom and playground. Please wear flip-flops at home. Also keep in mind that the children need clothing that enables them to use the bathroom without any trouble. For example, belts, buttoned pants, etc. are all difficult for their small hands.

Toys and Backpacks

*Please do not send toys to school. It is much easier on everyone if we play with preschool toys. When it is time, children will be permitted to bring in an appropriate item that corresponds with our letter of the week. The item will be placed in our letter box until calendar time when your child will be permitted to share it with the class.

*We ask that you keep backpacks and bags at home. We are limited on space to hang items, especially during the winter months. We staple all items together so they will not get lost.

*Please put your child’s name on all items brought to preschool such as coats, hats, letter box items, etc.

Finances

Our school year runs from September through May. Monthly tuition is due on the **1st** of every month. For example, on September 1st, you will pay for September and your last payment will be on May 1st for May. Preschool is non-profit and self-supporting. We use the tuition money to meet our expenses and salaries. Prompt payment is necessary to avoid having your child removed from our enrollment. If your payment is not received by the **7th** of the month, there will be a **\$10.00** late fee. If we have not received your tuition by the **10th** of the month (including late fee), we will assume you have decided to withdraw your child from our program and the next child on our list will be enrolled in your place. There will be a \$25.00 registration fee to re-enroll your child in the preschool program. We will not be able to guarantee you the same days. There is a box for payments at Preschool inside the building or payments may be mailed to First Baptist Preschool, 607 Delaware Avenue, Elkton, MD 21921.

Monthly Tuition:

2 days a week: \$155.00/month

3 days a week: \$170 .00/month

4 days a week: \$185.00/month

5 days a week: \$200.00/month

****We do not refund money for SNOW DAYS, ILLNESSES, or EARLY WITHDRAWAL. We do not pro-rate monthly tuition and your child will not be able to attend on a different day for a day that was missed. If your child starts late or is removed before the end of the month, tuition must still be paid in full.***

*Please put your child's name on all checks. Do not include any correspondence with your payment.

Please speak with a teacher or the director. (Please note that there is a \$15.00 fee for all returned checks.)

*Please make checks payable to: **First Baptist Preschool.**

***If you have any questions regarding payment or if you are experiencing any difficulty, please contact our director Susan Musser at 410-398-4505.**

Contacting The Preschool

Please be aware that phone calls during the school day or parents wanting to talk to a teacher for miscellaneous reasons, takes the teacher away from the children and their activities. We ask that you call during school hours only if absolutely necessary or during the time that our director is on the premises. Our Director is at the preschool Monday through Friday from 8:30 AM to 12:15 PM. You may call the director anytime during the day for any reason. She will be happy to answer any questions you may have. If there are any questions relating to your child that she cannot answer, the director will have one of your child's teachers call you back as soon as possible. If you call the preschool during school hours and the director is not available to take your call, the teachers may not be able to answer the phone. However, the answering machine is in the classroom and the teachers will usually be aware that you have called. Someone will return your call as soon as the opportunity arises. **(Please feel free to call to check on your child at any time. We just ask that if it's a question that can wait, that we may call you back.)**

***If there is an emergency, you can hang up and try calling again. If there is still no answer, you may try the church office at (410)398-2915.**

Illness Policy

For the health and safety of all of the children, First Baptist Church Preschool will strictly follow the illness policy. Please read the information carefully.

*A child will not be allowed to attend preschool when any of the following are present:

Diarrhea- A child must be free of symptoms for 24 hours.

Fever- A child may not attend if they have a fever (100 degrees or higher). The child must be without a fever for at least 24 hours ***without the use of fever reducers.***

Vomiting- If your child vomits while at preschool, a parent or emergency number will be contacted immediately. The child will be separated from the group, but not out of sight of the staff. They will be made as comfortable as possible. The child must be picked up and will not be permitted to return to preschool until 24 hours have passed since the last time they vomited.

Runny Nose- Preschoolers may attend if they have seasonal allergies or the common cold. Symptoms include clear, runny nose, and an occasional cough or sneeze.

Lice- A child may not attend preschool until they have received a second hair treatment.

Rashes- Children may not attend preschool with a rash unless we receive a doctors note stating the rash is not contagious.

Communicable Diseases- Maryland State law states that children are not permitted to attend if they have a communicable disease. Illnesses that are classified as a communicable disease are, but not limited to: Lice, Scarlet Fever, Strep Throat, Chicken Pox, Infectious Conjunctivitis (pink eye), Ringworm, Infectious Diarrhea. If your child has symptoms of a communicable disease, you will be asked to pick him/her up immediately. The child may return when he/she is no longer contagious and we have received a doctor's note. All preschool families will be notified of the possibility of a communicable disease and what symptoms to look for. You are asked to contact the school if your child has been diagnosed with a communicable disease so that we may make the other preschool families aware of the situation. Your child will not be identified as having the communicable disease. We will not make known at any time the name or sex of the child.

Discipline Procedure

A "Time Out" will mean a child will be seated on a chair apart from the group but not out of sight of the staff. A 3-minute timer will be used. A staff member will talk with the child quietly to explain why his or her behavior was unacceptable, and an example of appropriate behavior will be given. If a child displays acts of physical aggression, destructiveness or tantrums, a "Time Out" will be given. If the child continues to display inappropriate behavior, the parent will be contacted to set up a strategy for changing the behavior. Our rules will not change from day to day. Limits will be consistent and firm.

Snacks

Snacks are provided for each session. We try to serve nutritious snacks such as cheese & crackers, fruit, celery, carrots, popcorn, etc. Any donation of healthy snacks is greatly appreciated. Please let us know if you wish to donate snack and when, so that we will not prepare snack for that day. We ask that you save sweets for birthdays. It makes the day that much more special! You may want to consider “Cheerios” or other cereal for snack. It’s economical and is a nice addition to the children’s breakfast or lunch that they enjoyed before coming to school. Be sure to inform us of any allergies your child may have.

*Individual food items must remain at home. Please have children finish eating before they enter the preschool room. The only foods that are permitted in preschool are snack items that are being donated for the entire class, or children with special allergies.

Arrival

Please do not bring your child before 8:55 AM. The teachers are busy preparing the classroom for the day’s activities. We ask that you try to be prompt in dropping off your child, as the structured activities begin shortly after the start of class. If a child comes in late, he may miss some very fun and informative classroom instruction, as well as disrupt the activities already in progress.

Dismissal Procedure

In order that our children experience a smooth transition from home with as little anxiety as possible, we assign each family a number that will identify the parents or person you send to pick up your child. This number must be displayed in such a way that we can see it from the doorway. Each child’s name will be on a list inside with the corresponding number. It is your responsibility to give this number to anyone picking up your child other than yourself. We will NOT give out your number. If you forget your number, we will ask for identification! **NO EXCEPTIONS**. Just as we ask that you try to drop your child off promptly at the beginning of class, we also ask that you avoid picking him up early unless it is absolutely necessary. We understand that there may occasionally be the need for exceptions due to various circumstances. Please let a teacher know ahead of time so that they can be watching for you. Otherwise, please wait by your car with your number so the children can be dismissed in the safest, most efficient way possible. The more distractions there are, the longer it will take the teachers to get the children out on time.

*School closes at 12:00 PM. If you arrive late, a late payment is due as follows:

15 minutes	\$5.00
16-30 minutes	\$10.00

Thank you. We look forward to working with your child this year. If any of the teachers can help you in any way, please do not hesitate to ask.