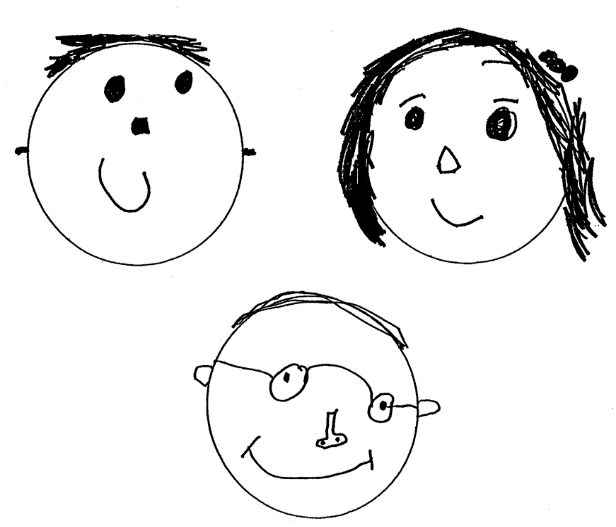
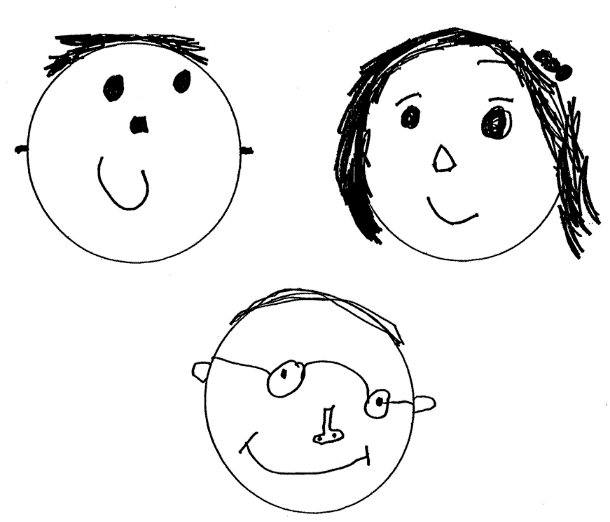
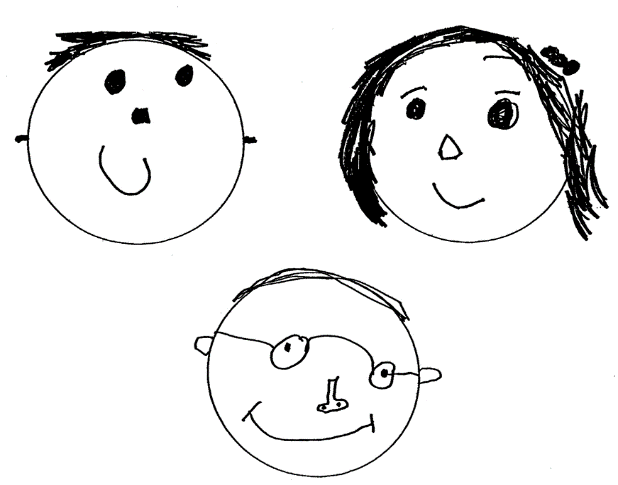
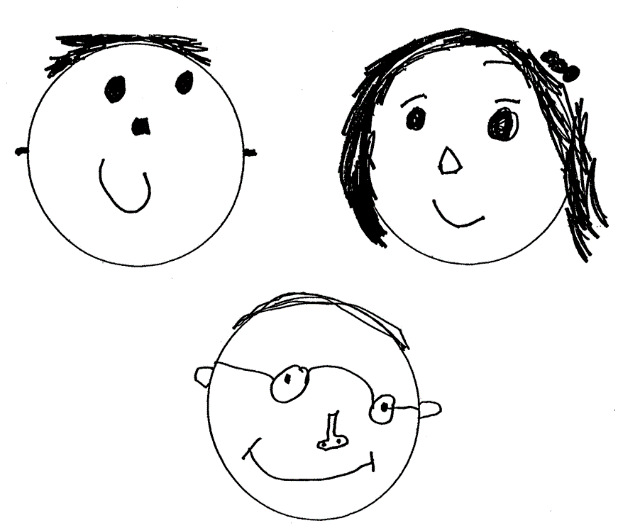
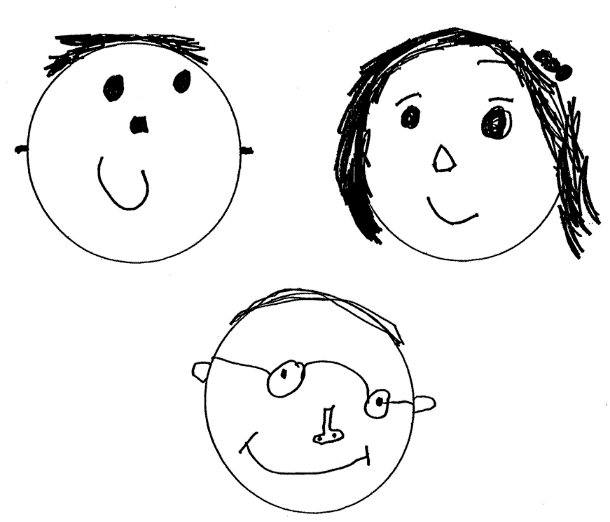
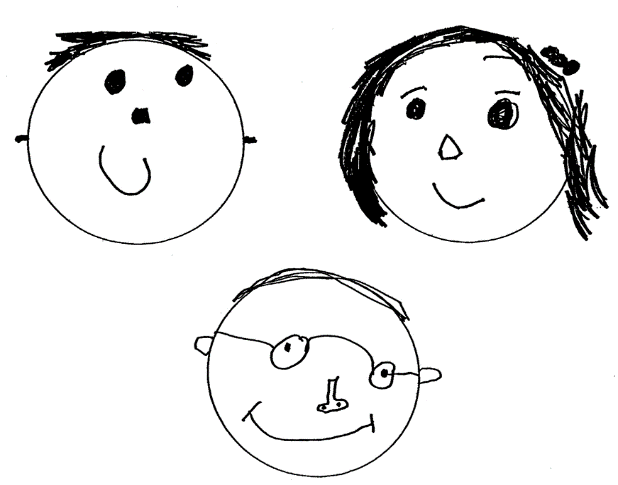
**FIRST BAPTIST PRESCHOOL**

**Richmond, Virginia**

**PARENT HANDBOOK**

**2023 ~ 2024 School Year**





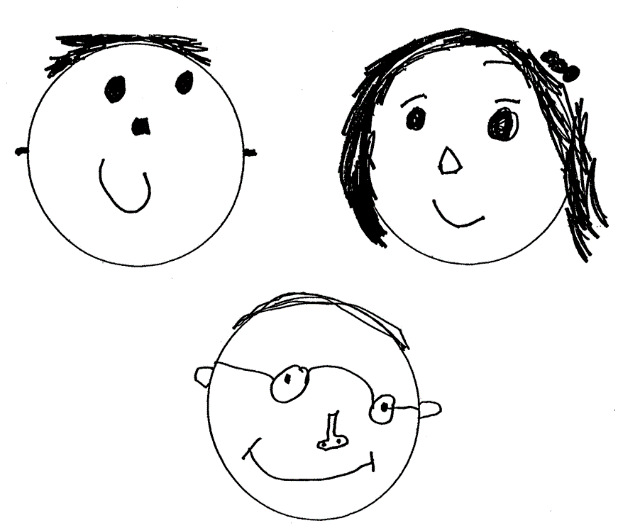
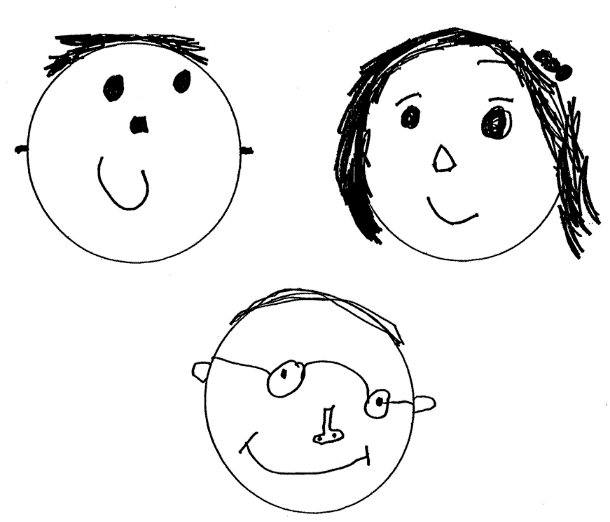
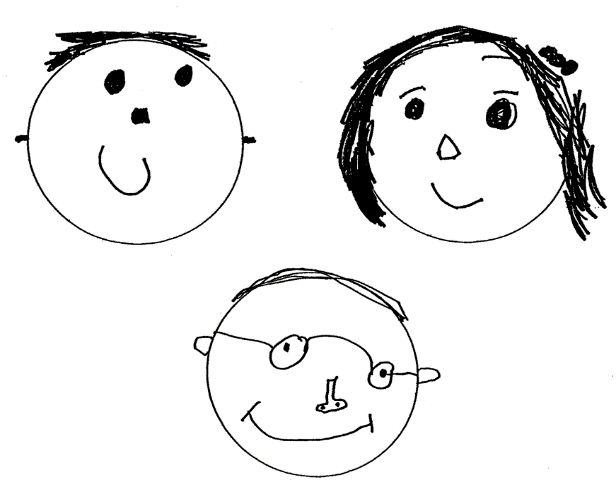
First Baptist Church Preschool

Nurturing Young Minds Since 1946

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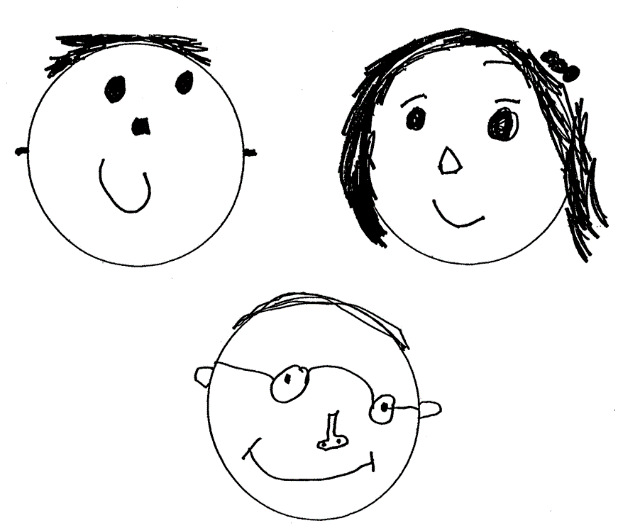
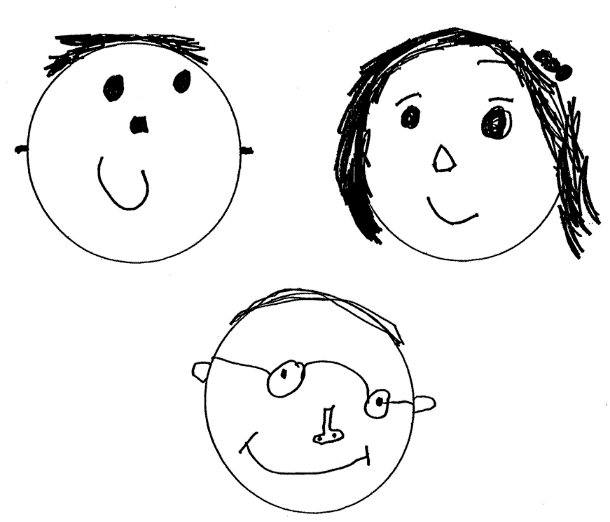
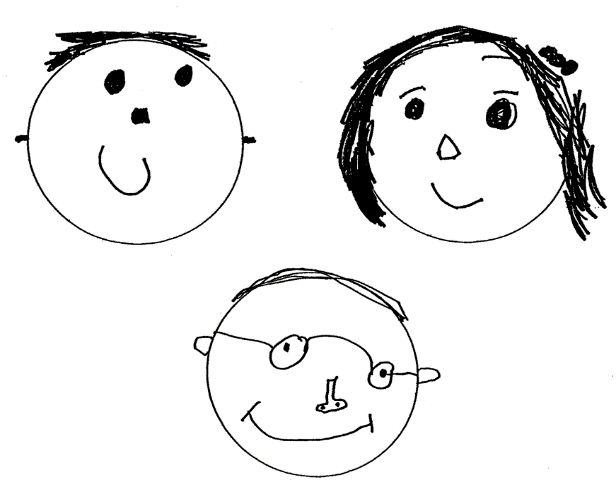


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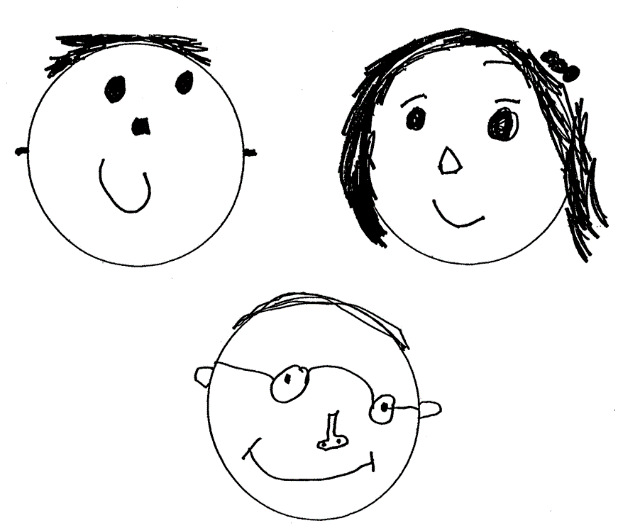
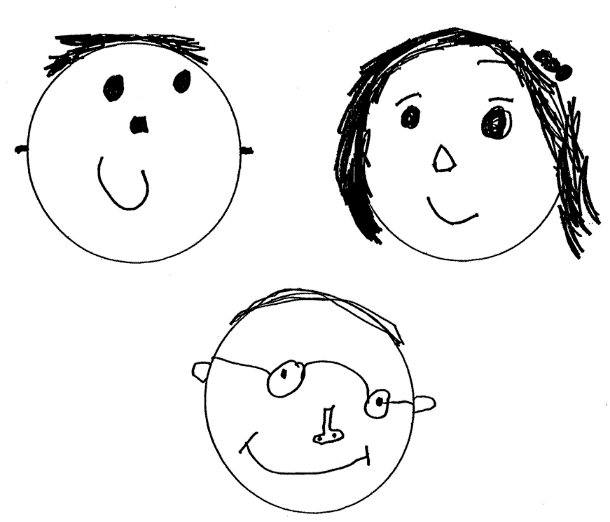
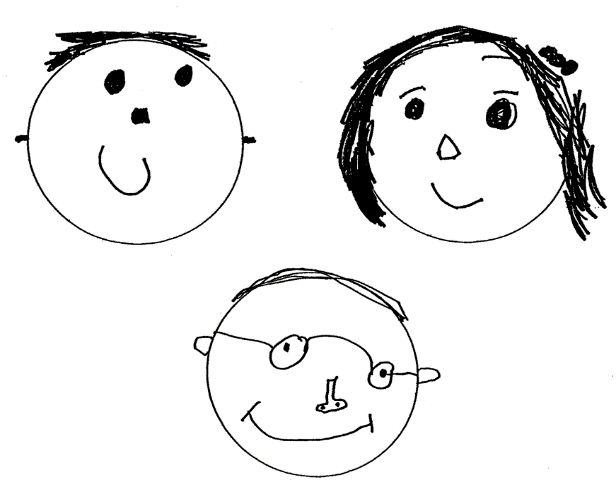


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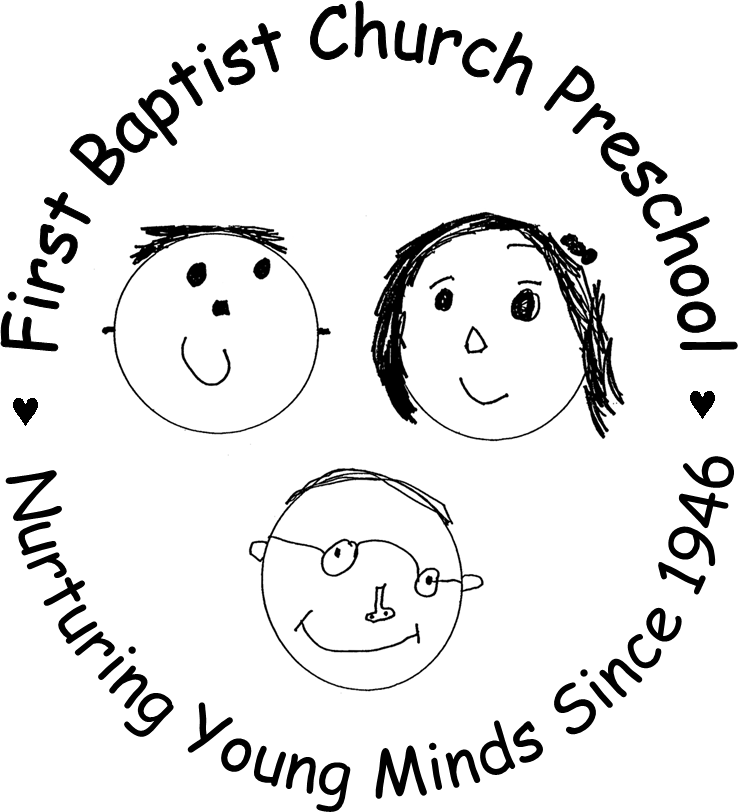
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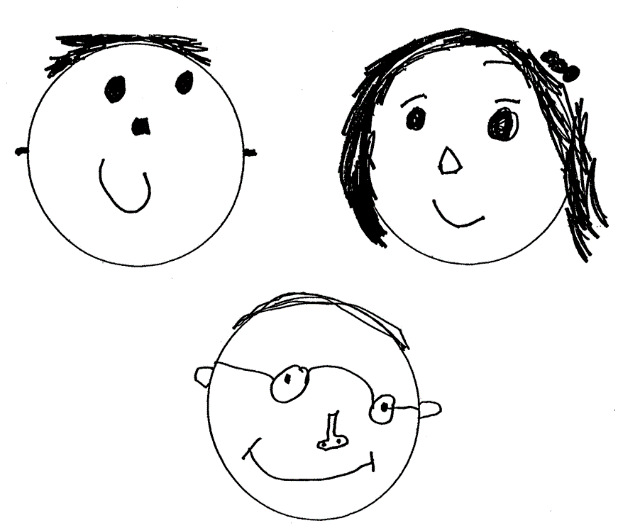
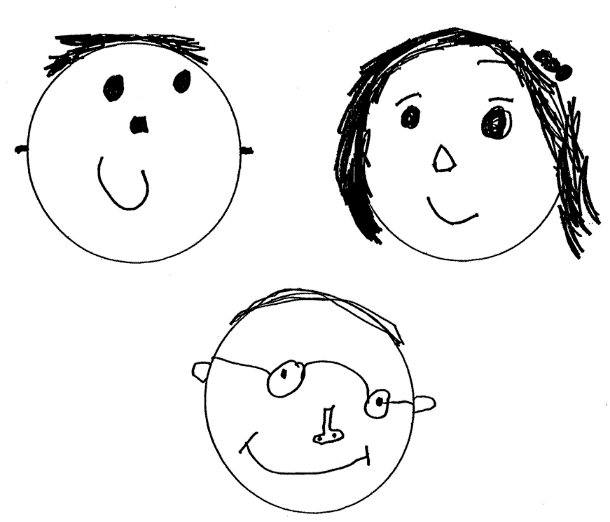
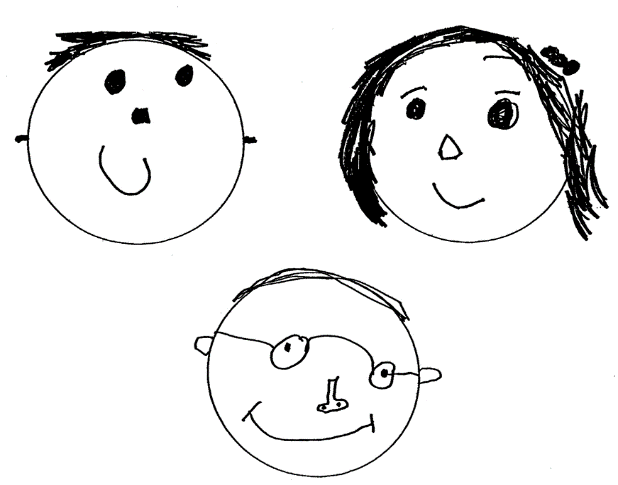
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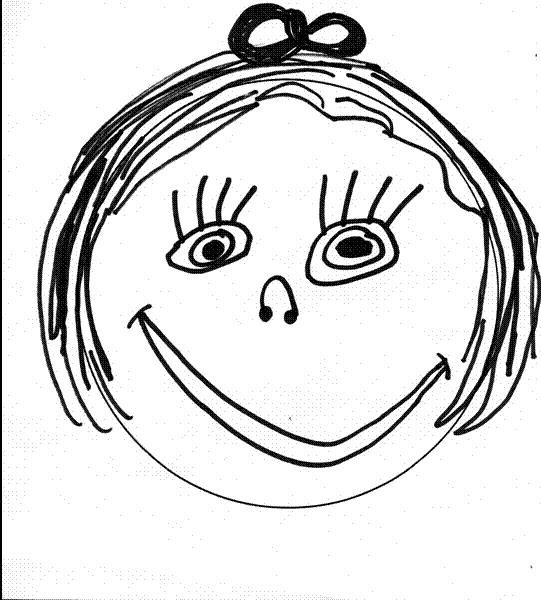
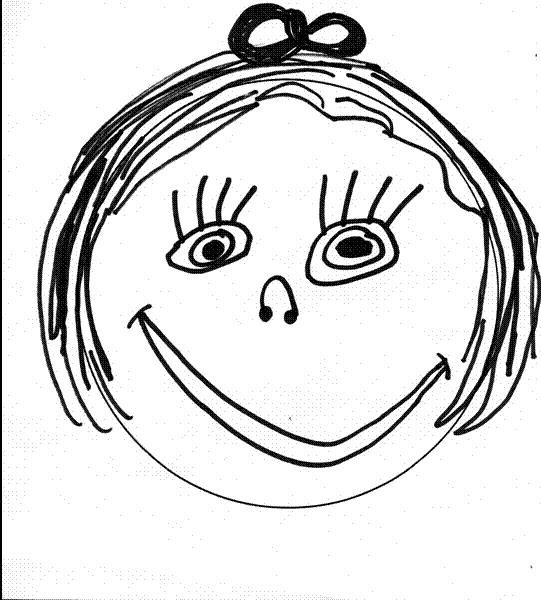
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**Preschool Office 804-358-5458, ext. 155**

**Alex Hamp, Director** [**hamp@fbcrichmond.org**](mailto:hamp@fbcrichmond.org)

**First Baptist Church 804-355-8637 – Front Desk**



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**First Baptist Preschool**

**2709 Monument Avenue**

**Richmond, Virginia 23220**

[**hamp@fbcrichmond.org**](mailto:hamp@fbcrichmond.org)

**358-5458, ext. 155**

**Alex Hamp**

**Administrator**

Dear Parents/Guardians,

Welcome to the First Baptist Preschool program! We are busy planning many exciting learning opportunities for your child, while working to provide a safe environment. Our school year officially begins on Wednesday, September 6th, the first day of classes.

We invite you and your child to our Class Visits on Thursday, August 31st or Tuesday, September 5th. Your child’s teacher will contact you to schedule a visit by mid-August. These visits are held in the morning hours and are twenty minutes long.

Please read this handbook to become familiar with our school’s policies and procedures and ask any questions you may have!

After reading the information in the handbook, please click on the link in the welcome email to sign the letter that highlights our closing policy and confirm that you have read the information in this handbook. This acknowledgement, that you have read our policies, is a state regulation.

Sincerely,

Alex Hamp

**STATEMENT OF PHILOSOPHY**

WE BELIEVE children need a learning environment which will:

♥ nurture each preschooler as a unique and valuable child of a caring God

♥ encourage the total development of each child (physically, socially, spiritually, emotionally, and intellectually)

♥ encourage a strong feeling of self-confidence and respect for others

♥ provide first-hand opportunities for the child to grow

♥ by observing

♥ by inquiring

♥ by exploring

♥ by creating

♥ by asking

♥ by seeking

♥ and by finding

.



**STATEMENT OF INTENT**

First Baptist Preschool is a religiously exempt preschool located at 2709 Monument Avenue Richmond, Virginia, in the First Baptist Church building. Our school can serve up to 160 students daily, ranging in age from nine months (by the first day of our school year) through six years, ten months. Our school utilizes sixteen classrooms in the approximately 250,000 square foot church building. In addition, we use a full-size gym and two playgrounds that are on the property. A daily snack or lunch is brought from home. Our preschool students and visitors are covered by the Church’s public liability insurance policy.

All teachers are certified annually to be in good health and free from any disability which would prevent them from caring for children. All classes have two teachers, a lead teacher, and an assistant. Our lead teachers hold a college degree or have experience that is comparable. Both teachers and assistant teachers are certified in CPR and First Aid training. They are also required to have a minimum of ten hours of staff training annually.

Because we encourage the total development of each child (spiritually, socially, emotionally, physically, and intellectually), a variety of purposeful activities are planned each day to support the concepts that are being introduced and meet individual needs. During the free choice of activities, teachers and assistant teachers will offer guidance, motivation, and encouragement to children on a one-on-one basis or in small groups. In this manner, we feel we can build upon the concepts already formed and introduce new ones at appropriate times for each child.

Included in the schedule are times for social interaction, which will encourage your child to expand his/her vocabulary and learn to express his/her thoughts and feelings to others.

Using our two playgrounds and full-size gym, a balance of large and small motor activities is provided to enhance important physical growth.

Music Class occurs once a week and Story Telling/Library is held once a month for our three, four, and five-year-olds. In addition, a Chapel time for this age group will be held twice a month and includes a Bible story, music, and prayer.

It is our desire to provide a warm and caring atmosphere which will nourish personal and spiritual growth. Through association with dedicated teachers, and with age-appropriate activities, each child will be encouraged to grow in love and appreciation of a caring God. Mission projects will be offered throughout the school year beginning in September. We hope you will help us teach your child to care for others and to love your neighbor by participating in our mission projects.

First Baptist Preschool does not discriminate based on race, color, gender, or national or ethnic origin.

**ARRIVAL**

Each morning parents will drop their child off at an assigned door on the portico or on the Monument Avenue Courtyard side. By virtue of bringing your child to school each morning you are attesting that the child is in good health and free of any illness-like symptoms. A staff member will ensure that your child gets to their classroom. **To allow the teachers time in the mornings for ample set up and planning, we ask that you arrive promptly between 8:55-9:05.** For anyone who arrives after 9:10, please stop at the receptionist desk on Mulberry so your child’s teacher can come greet you and your child and bring them to the classroom.

**CRITICAL SAFETY INFORMATION:**

1. **Please hold children’s hands when walking through the parking lot.**
2. **Please do not allow your child to come into the building alone, to go upstairs or on the elevator alone (for our oldest students).**
3. **Please make sure that your child is ALWAYS WITHIN REACH AND SIGHT when you are on the portico, the sidewalks, or in the parking lot.**
4. **Our parking lot is a cell phone free zone.**
5. **If walking your dog to school, please do not bring dogs onto the portico.**

# ATTENDANCE

Please email or text your child’s teacher AND email Alex Hamp at [hamp@fbcrichmond.org](mailto:hamp@fbcrichmond.org) by 9:30 a.m., when your child is sick or will not be attending school for any other reason. If the absence is due to their health, please let us know their symptoms/diagnosis so we can monitor others in the class.

**BIRTHDAYS**

For children who will turn three and older, please come and share your child's birthday with us at school! Your child will make a gingerbread cake here at school or a treat may be brought. Your child’s teacher will let you know their preference. Please also plan to read one of your child’s favorite books to the class. In addition, some parents like to donate the book to the preschool in honor of their child.

**BITING**

Biting can be a normal stage of development for young children who are teething or still developing language and communication skills. However, the preschool takes biting seriously. Our teachers supervise activities to limit biting but there are times when a teacher cannot be within immediate reach to stop a bite. When a bite does occur, the biting child is removed from the situation and spoken to on a level he/she can understand. The bitten child is consoled, the area is washed, and ice is applied. If skin is broken, the parent will be contacted. For each known bite, an incident report form is completed, and a bite report is given to the parents of all children involved. If a child bites more than once in a day, a parent may be asked to come pick up the child from school.

**CENTER APPROACH**

Each classroom is set up daily with varying learning centers and intentional tabletop activities for purposeful play - art, blocks, books, home living/dramatic play, music, nature/science, manipulatives, and sensory table. Children are provided with a free choice of moving from one area to another with the teacher and assistant teacher offering guidance one-on-one or in small groups.

**CHURCH SUPPORT**

First Baptist Preschool is 77 years old! We are proud of our role in providing a high-quality preschool experience for children in the Richmond area. First Baptist Preschool is viewed as a community ministry made available through this facility. First Baptist Church provides our space. The Church appoints an advisory board which meets to review budget, tuition, and needs or concerns expressed by the administrator.

**CLASS VISITS**

Students and Parents are invited to visit their classroom on August 31st or September 5th at a set time. This gives you and your child the opportunity to explore the classroom with another student and a chance to meet the teacher for 20 minutes. Your teacher will be in contact by August 15th to set a time for you to visit.

**CONFERENCES**

Parent/Teacher Conferences are scheduled on Friday, December 1, 2023, and Friday, April 26, 2024, from 8:30-12:30pm.★★ There is no school that day. Childcare is available for your enrolled child during your conference time, if needed. If you have concerns at any other time, please reach out to your child’s teacher, or Alex, by email or by voice mail at 358-5458, extension 155, with your questions or concerns.

**DIAPER/SCHOOL BAGS**

A well-stocked diaper bag/school bag includes three diapers, wipes, and a complete set of clothes (even socks!). Wet pants are not the only accidents at school. Spilled water or paint often necessitates changing a child's clothing. Please label the diaper bag/school bag and clothing. A labeled snack (lunch for PreK) and cup for water should also be sent daily in the bag.

**DISCIPLINE**

The following methods are used by our faculty to encourage cooperative behavior:

1.**Giving positively worded directions:** You may sit on the floor or on a chair. Walk inside. Run outside or in the gym. Remember to use your words.

2. **Redirection:** Substitute a positive activity for a negative activity. (You may throw a beanbag - we use blocks for building.)

1. **Distraction:** Change the focus of the activity.

4. **Positive reinforcement:** “Try to catch a child being good” affirming a child’s appropriate behavior.

5. **Active Listening:** Helping the child determine why there is a problem and helping the child acknowledge his/her feelings and/or reaction.

6. **Separation from the group:** When all the above fails, only then is the child briefly (less than 5 minutes) separated from his/her classmates. The child will always be within sight of the teachers.

7. **Better Choice:** We use the phrase “making a better choice” instead of time-out.

***PHYSICAL PUNISHMENT AND SHAMING METHODS ARE NEVER USED.***

**DISMISSAL**

To mitigate traffic in the school building, dismissals will be managed with pick up being at a similar spot as arrival. At dismissal, please make sure your teacher has acknowledged the adult taking your child (vs a child running to an adult and both parties walking away). For anyone different who will be picking up your child, this MUST BE IN WRITING before dismissal time. The teacher will ask to view a picture ID the first time they come for dismissal.

**DRESS**

Since children learn by engaging in "firsthand" experience, we will be participating in fun activities such as painting, play dough, gluing, etc. Please send your child to school dressed comfortably, in play clothes which will wash easily. For your child’s safety, please have them wear tennis shoes. Sandals, clogs, boots, cleats, and crocs are not safe for children at school. **Please be sure to label all coats or any removable clothing.**

**EARLY MORNING PROGRAM**

This **option for ages 16 months and up** is available in the link that is in our Welcome Email. **Spaces are limited so do not delay registering**! **The deadline to register your child is August 1st but spaces may be filled by then. This option will begin on Monday, September 11th.** Only enrolled children may come anytime between 8:00-8:50 a.m. to the Church Gym. Payment for Early Morning can be paid annually, in your monthly tuition, or in the four-installment plan.

**ENRICHMENT**

In addition to the regular classroom schedules, all children in the 3 & 4’s and Pre-K classes attend the following: Music, Library, & Chapel.We also offer classes after school, such as Soccer Shots and Art Explosion. These classes are only offered for the children in our 3’s and Up classes, even if your child turns 3 during the school year. Your child must be toilet trained to participate in these classes.

# ENROLLMENT TERMINATION POLICIES

It is understood that a child admitted to First Baptist Church Preschool is to be enrolled for the entire school year (September - May). If it becomes necessary to withdraw the child from school, the parents must give a four week notice to the administrator. This notice must be in writing. The parents are responsible for the full yearly tuition unless the child's space can be filled. Exceptions to this may be considered due to extenuating circumstances, such as a family move outside the greater Richmond area or due to the recommendation of a physician licensed to practice in Virginia.

First Baptist Preschool reserves the right to terminate the school contract and require the withdrawal of any child enrolled in the program if the school, in its sole discretion, considers such withdrawal to be in the best interests of the school. If the withdrawal is required by First Baptist Preschool, the affected family shall receive a pro rata refund of any tuition payments previously made, depending upon the date of the withdrawal.

**EXTENDED DAY PROGRAM (LUNCH BUNCH AND EXTENDED DAY)**

**Lunch Bunch will begin on the second day of school, Thursday, September 7th**.Children must be age 1 and up for Lunch Bunch. Children in our Threes and Up classes may stay for the **Extended Day program** (1-3pm). This option **will begin on Monday, September** **11th.** Children must be toilet trained for Extended Day. **Like Early Morning, registration for Lunch Bunch/Extended Day is found in link in the welcome email.**

The cost for this program is as follows:

|  |  |
| --- | --- |
| Lunch Bunch:  Monday through Friday 12-1PM | Lunch Bunch Cost |
| Over 2 | $350 per day for year  $87.50 per day for four payment plan  $39 per day for monthly payment plan |
| Under 2 | $400 per day for year  $100 per day for four payment plan  $44 per day for monthly payment plan |

|  |  |
| --- | --- |
| Extended Day:  Monday through Thursday 1-3PM | Extended Day Cost |
| Must be in Threes and older classes | $700 per day for year  $175.00 per day for four payment plan  $78 per day for monthly payment plan |

Children must be enrolled for the entire school year. Payment may be made annually, in your monthly tuition, or in the four-installment plan. “Drop Ins” may be offered if there is space. The cost is $12 per hour. Please email Alex regarding availability if a drop-in is needed.

**LUNCH BUNCH/EXTENDED DAY PROCEDURES**

* Your child will need to bring a packed lunch and a water cup. PLEASE REMEMBER WE ARE A PEANUT FREE SCHOOL, AS YOU MAKE YOUR CHILD’S LUNCH. Also, grapes must be cut in quarters for any child under Three, and in half for any child between Three and Four. No juice boxes or gogurts, as they prove to be quite messy! Please send in a spoon if your child’s lunch requires one. Please label all non-disposable containers.
* Your child will have the opportunity to play in the centers and with manipulatives and games set on the table after the lunch hour. For the extended day, an open-ended art table will be offered. We will also go outside or the gym for gross motor development. Children will eat a snack brought from home at 2:30.
* Please be prompt in picking your child up **on the hour**. LATE PICK-UPS WILL BE ASSESSED A LATE FEE OF $5 FOR EVERY 10 MINUTES AFTER THE HOUR.

* IF YOUR CHILD IS NOT PICKED UP BY 3:10, THEY WILL BE TAKEN TO ALEX’S OFFICE. TEACHERS ARE NOT EXPECTED TO STAY PAST 3:10.
* Unfortunately, due to the popularity of Extended Day, we will not be able to change days if your child is absent on his/her extended day.

**FEES: 9am-12pm (1pm for PreK) TUITION**

The tuition chart below is for morning classes only. For those paying tuition in four payments or monthly, a User ID and Password will be issued to each family to log into the portal in August, once the first invoice has been set. When paying online we ask that you pay using an electronic check (ACH). If not possible by ACH, VISA & Mastercard will be the accepted credit cards this year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date due | 2-day class | 3-day class | 4-day class | 5-day class | Pre-K |
| **Annual Tuition** | $2400 | $3100 | $3700 | $4200 | $5100 |
| **Paid in full by paper check, $200 deposit will apply to tuition.**  **Due by Sept 15** | $2200 | $2900 | $3500 | $4000 | $4900 |
|  |  |  |  |  |  |
| **OR Four Payments** |  |  |  |  |  |
| **08-15-23** | $600 | $775 | $925 | $1050 | $1275 |
| **10-15-23** | $600 | $775 | $925 | $1050 | $1275 |
| **01-15-24** | $600 | $775 | $925 | $1050 | $1275 |
| **03-15-24** | $600 | $775 | $925 | $1050 | $1275 |
|  |  |  |  |  |  |
| **OR Monthly** |  |  |  |  |  |
| **15th of each**  **Month**  **Sept-May** | $267 | $344 | $411 | $467 | $567 |

***When you log into our portal, you will find an invoice with your amount due. If you click on the small magnifying glass on the invoice, you will find a description as to each charge.* ALL MONTHLY TUITION IS DUE ON THE 15TH OF EACH MONTH. The Four Payment tuition plan is due on the dates in the chart above. There is a 10-day grace period to pay your tuition. After the 10th day, a 5% late fee will be added to any late invoices. Unfortunately, the system does not have the ability to set up reoccurring payments. The Director sends out numerous reminders about when tuition is due.**

**For those who chose to pay IN FULL, please submit a PAPER CHECK to Alex Hamp by September 15th.**

**\*First invoices for the 2023-24 School Year will not be posted until August 5th. If you find any mistakes on your invoice, please contact Alex *before* making a payment.**

**FIRST STEP CLASS**

We are excited to partner with the ASK Cancer Foundation to provide preschool for children or siblings who are affected by cancer or other childhood diseases. We are one of two preschools in the country who have this special partnership! The First STEP (Socialization Through Enriched Play) class meets on Tuesday, Wednesday, and Thursday.

**FIELD TRIPS:**

Because we feel it is important for children to have first-hand experiences in the world around them, our Pre-K children may take several field trips during the year. Parents are always welcome to join their children on a field trip. We also welcome suggestions for field trips. Due to insurance regulations, siblings of our students may not accompany parent chaperones on field trips.

**HEALTH**

**The Commonwealth of Virginia School Entrance Health Form,** a record of a completed physical examination and up-to-date immunizations, **IS REQUIRED BY AUGUST 15, 2023, FOR ALL NEW STUDENTS AND ANYONE WHO ATTENDED OUR PRESCHOOL LAST YEAR AND WAS UNDER THE AGE OF TWO.** This form is available from your pediatrician. For returning students who were over two last school year, an updated immunization record is needed. **Up-to-date immunization information is also required every six months for children under the age of two years.**

As a religiously exempt preschool, we require that our students be current in all immunizations as set by the Centers for Disease Control for the safety and health of all children at First Baptist Preschool. Decisions on exceptions will be made on an individual basis, considering the recommendation of the relevant pediatrician.

**Please make us aware of any atypical health information, including, but not limited to, allergies, epinephrine prescription, asthma inhalers, tendency to seizures or chronic illness.**

**Prescription medication, except for Epinephrine medicine and inhalers, is not** **administered** by our faculty. For **any child who has been prescribed epinephrine** due to allergies, **an EpiPen or AUVI-Q must be always kept in the child’s school bag** and a **form authorizing the administration of these medicines must be completed by a physician before the first day of school.** This form is available from Alex Hamp.

Skin products, such as sunscreen and insect repellant, will not be administered by our preschool. Parents should be mindful that children will be outside at least 30 minutes per day and should apply these products as needed before the child arrives at preschool. Exception:

Diaper ointment or cream will be applied as needed, **but only when provided by the parent.** Please send ointment, marked with your child’s name, to be kept in your child’s classroom.

**GENERAL** **SICK POLICY**

For the safety of all, we do a quick visual daily health check at arrival and will monitor any signs of illness that may occur after arrival. We ask for the protection of your child and others, and to help prevent the spread of illness, that a parent keeps a child at home when he/she has any of the following symptoms:

* A temperature of 100 degrees or more (without fever-lowering medication)
* A heavy nasal discharge
* Cough that interrupts a child’s play
* Vomiting or diarrhea within the past 24 hours
* Any communicable illness or disease
* Head lice/nits

Please note that there are other symptoms of illness that may keep your child out of school, which are not listed above. Your child may also need to stay home in the two following situations:

* When he/she is fussy, cranky, and not him/herself, it is often the first sign of ensuing illness.
* When you have one sick child at home, it is frequently wise to keep siblings home also, as they have already been exposed to the illness in question and are likely to transmit it to their classmates as well.

Please be vigilant as to unusual symptoms or behaviors in your child which might indicate illness. The preschool will also be observant and if your child becomes ill at school, you will be notified to come for him/her immediately. ANY CHILD SENT HOME DUE TO ILLNESS WITH A FEVER **WILL NOT** BE READMITTED BACK TO SCHOOL THE NEXT DAY WITHOUT A DOCTOR’S NOTE STATING THAT THE CHILD IS READY TO RETURN TO SCHOOL.

**PLEASE NOTE: YOUR CHILD MUST BE FEVER FREE, WITHOUT MEDICATION, FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL AND 24 HOURS FREE OF VOMITING/DIARRHEA.**

**Please notify the school immediately if your child contracts a communicable illness or disease.**

**COVID RELATED SICK POLICY**

With vaccinations and treatment for severe cases available, we understand the pandemic state is behind us. COVID though is a virus that we will continue to see in our community, and it affects individuals differently. We are waiting for further guidance from the CDC/VDH for Child Care facilities on how to manage COVID positive cases. An update will be sent in August.

**INSURANCE**

All children enrolled in FBC Preschool are covered by accident insurance while at school. Claim forms are available from the administrator.

**THE LADDER OF COMMUNICATION**

Our goal is to maintain a high-quality program. We are interested in suggestions, concerns, and questions. Please discuss your classroom concerns with your child’s teacher. Please address any administrative/teacher concerns to Alex Hamp.

###### LATE PICK-UP FEES

Dismissal is at noon for all classes, except for Pre-K which is at 1PM. If a child is not picked up by these times, the teacher will try to contact the parents first, and then contact the persons listed on the emergency card. A late pick up will be assessed a fee of $5 for every 10 minutes, or portion thereof. Emergency situations will be considered when a parent calls to inform the receptionist at 804-355-8637.

**PARENTS AS PARTNERS**

As a young child separates from his/her family for the first time, it is normal for tears. As parents you know your child, his/her unique characteristics, and special needs. This information is important to the teacher in helping to meet your child during this transition time.

Communication between home and school is especially important. We ask that you notify us by **email** or **written** **note** regarding changes in your child's schedule, carpool changes, or changes at home which may affect your child. **Any changes in carpools or transportation** **arrangements require advance written notification**. We will not allow children to leave school with someone other than their parents without proper written permission. When a **child is to be picked up by someone new, a photo ID will be required for the teacher to view**. Also, for your child’s emotional security, please explain any changes in your child’s regular schedule to him/her.

If you wish to discuss your child's development with his/her teacher, please call for an appointment rather than discussing it at the end of the school day. A conference in front of a young child is not appropriate for the child to hear. Regularly scheduled conference days are listed in the school calendar. Your input is important - do not hesitate to call or email your child’s teacher!

**PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization (“PTO”) is a social group that exists to strengthen the relationship between parents, teachers, and the community. The PTO hosts and sponsors events that are both family friendly and parent focused to create time for fellowship outside of the school day. Annual Dues are $25. Our President for the school year is Sally Branch. If you are interested in being a Classroom Parent or helping us with social events, please email Alex. More information about joining the PTO will be coming out in mid-July. Please note the PTO Activities set for the fall semester on our calendar.

**PLACEMENT IN CLASS**

One of the most frequently asked questions is: “How do you place children in a particular class?” The following information will help answer this question.

* Parents first choose the number of days their child will attend. Most times a family will receive their first choice.
* In all classes we strive to balance gender, birthdates, and personalities.
* We honor families’ requests to have their twins or other close relatives in the same or different classes. We also follow the recommendations of a child’s IEP, if applicable.
* Class lists are subject to change.

**SAFETY**

At First Baptist Preschool, your child’s safety is our top priority. All our teachers and assistants are CPR and First Aid certified. All doors to the Church are kept locked, and there is a receptionist at the front desk who monitors access to the Mulberry Door. We have an off-duty City of Richmond police officer who provides daily security for us. In addition, your child will participate in monthly fire drills, as well as annual tornado, earthquake, intruder, and evacuation drills. If our preschool is to be evacuated, we will proceed to the Robinson Street parking lot. You would then be contacted by your child’s teacher.

* **Our parking lot and building is a busy one! Please be mindful that our parking lot is one way. Please also make sure your child is ALWAYS within reach and in sight when you are on the portico, the sidewalk, the parking lot, and in the building.**

Every effort will be made to prevent accidents, but in the case of any accident needing more than simple first aid, the parents will be notified immediately, and an accident report completed. If you seek further help at a facility, such as a hospital or doctor visit from any school incident, please let us know as we are required to report this to the VDOE.

*Our staff is obligated by law to report all suspected cases of child abuse and neglect in accordance with 563.1-248.3 of the Code of Virginia.*

**SCHOLARSHIPS AND FUNDRAISERS**

Limited scholarships are available beginning at Registration for the following school year. These are provided solely based on need. Applications are available online. Your application should be returned with your child’s registration form.

Our Preschool has several events each school year which help to raise money for our school and our scholarship fund. This includes school pictures by Julia Righetti Photography, Square 1 Art Fundraiser, and class pumpkin silent auctions. There may be other events as well that will serve as fundraisers for our preschool.

**SCHOOL CLOSINGS**

**EMERGENCY/INCLEMENT WEATHER SCHOOL CLOSING POLICY:**

* School closing or delays are determined by many factors, including the Church’s decision to open. All closings will be announced through class text message, email, and through our school wide messaging system.
* We do not follow one school system’s decision!
* School may be closed if our facility does not have water or electricity at 8:00 a.m.
* These days are **NOT** made up!
* **\*The safety of your children and our faculty is our PRIORITY**

**SNACKS**

Please have your child bring their snack to school each day. **WE ARE A PEANUT FREE SCHOOL. If a classroom has a child with a Tree Nut allergy, that classroom may also be NUT FREE.** The snack needs to be labeled with your child’s name. If your child's snack needs to be refrigerated, please attach a note directly to it. Ice water using pitchers is served to each class. Each teacher will communicate whether parents will supply a drinking cup for their child or if disposable ones will be used. Please note: **State regulations state that foods easily causing choking, such as, but not limited to, hard candy, popcorn, seeds, nuts, and uncut grapes, will NOT be served to children three years of age or younger**. **(Children under three can be served grapes that are cut into quarters.). Our PreK Classes bring lunch instead of snack since they stay until 1PM.**

**TOILET TRAINING**

We recognize the uniqueness of each child and do not have a policy requiring children to be toilet trained by a certain age in our younger classes. However, please keep in mind that our Three’s Classes are not equipped with changing tables. For our Pre-K classes, all children do need to be toilet trained (no pull ups). It is also required for participation in the Extended Day, Enrichment Classes after school, and water play during Summer camp.

Do let your child’s teachers know when you begin toilet training at home. We will do our best to reinforce what you are doing. If you send your child to school in pull-ups, please make sure they are the detachable type (Huggies). If your child can verbalize his/her bathroom needs and has infrequent accidents (one or two times a week), then he/she is ready to wear underwear to preschool. If your child has an accident, he/she will be changed back into underwear. If a second accident occurs, he/she will be put in a pull up since changing clothes multiple times may take away from the care of the other students. **Please help us by making sure your child is ready for this transition!**

**2023-2024 Preschool Calendar**

**2023**

PTO Parent-Teacher Social at Hardywood August 22 ~ 7PM

Classroom Visits August 31 and September 5

\*First Day of School September 6

Lunch Bunch & Extended Day begins September 7

Early Morning begins September 11

PTO Popsicles on the Playground September 19 ~ 5 PM

PTO Costume Parade October 27 ~ 9:15 AM

Election Day- **No School** November 7

PTO Friendsgiving Potluck November 10 ~ 5:30 PM

Thanksgiving Holiday - **No School** November 22, 23, & 24

Parent/Teacher Conferences - **No School** December 1

Last Day before Christmas Holiday December 20

Christmas Holiday - **No School** December 21 ~ January 3

**2024**

Preschool classes resume January 4

MLK/ National Day of Service -**No School** January 15

Presidents’ Day - **No School** February 19

School Pictures March 19, 20, & 21

Spring Break - **No School** March 29 ~ April 5

Parent/Teacher Conferences - **No School**  April 26

Graduation (Pre-K classes) May 23 ~ 11:15 AM

Last Day of Preschool May 23

**\* The first week of school-September 6, 7, 8- our Babies, Toddlers, and MWF/TTH Twos Classes will be held from 9 AM-11 AM.**

**\*\*Noon dismissal for ALL. No Lunch Bunch or Extended Day due to staff training/events on dates below:**

**\*\*November 6th & December 20th, 2023**

**February 12th, March 18th, May 20th, & May 23rd, 2024**

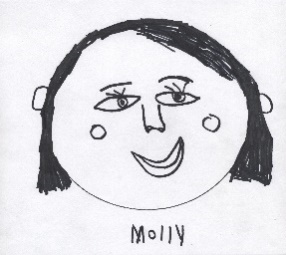
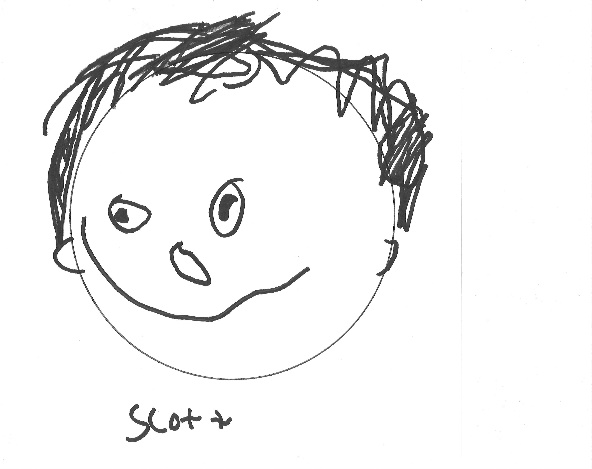
**On November 21st school will close at 1pm for Thanksgiving Break.**

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**First Baptist Preschool**

**Or follow us on Instagram**

**@firstbaptistpreschoolrva**



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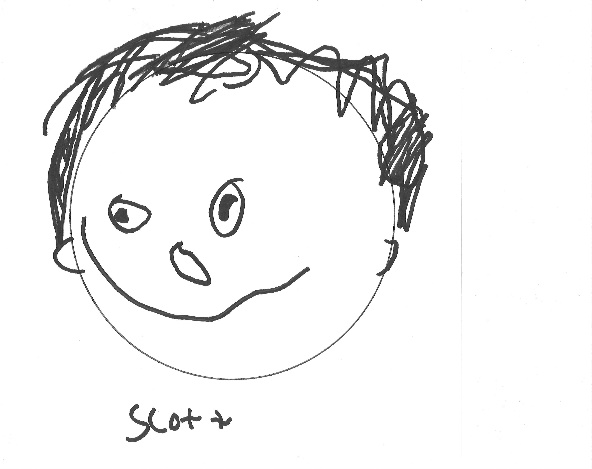


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**www.firstbaptistpreschoolrva.com**