



Lone Oak First Baptist Church Early Learning Program

STUDENT AND FAMILY HANDBOOK

2026-2027 SCHOOL YEAR

Mission & Vision

Our Mission Statement

At Lone Oak First Baptist Church Early Learning Program, our mission is to provide a Christ-Centered environment for children to grow spiritually, academically, socially, and emotionally during their toddler years.

Our Vision Statement

At Lone Oak First Baptist Church Early Learning Program, our vision is to nurture young children and prepare them to thrive in school and in life through faith, purposeful learning, and meaningful relationships.

Tuition & Rates

Tuition is due on the 10th of each month. You can pay directly through the Brightwheel App or drop off cash/check at the church office. **We highly suggest opting into the automatic payment system in your app to ensure your tuition is paid on time!** A \$50 late fee will be charged to the student's account if two or more consecutive months are missed. If Three months are missed, a parent meeting with the finance department is required before the student can return to school.

Registration Fee

There is an annual registration fee payable upon enrollment. This fee helps cover the costs of supplies used during the school year and the provided student school bag.

- \$150 for new students
- \$100 for returning students

Monthly Tuition Rates

All enrollment options include breakfast.

- 3-day half day (MWF or TWTH) \$425
- 3-day full day (MWF or TWTH) \$500
- 5-day (Monday - Friday) half day \$550
- 5-day (Monday - Friday) full day \$725

Pick-Up and Drop-Off Procedures

We will be using the Brightwheel app to check-in and check-out students. Please have your device & pickup codes ready to scan your child/children in as you enter the drop-off and pick-up line. **Anyone who is going to drop-off or pick-up your student, is required to have the Brightwheel app and access to their pickup code!**

- Daily drop-off window: 7:15am - 7:45am
- Half day pick-up window: 11:20 - 11:35
- Full day Pick-up Window: 3:45 - 4:00

There will be a late pick-up fee of \$10 with an additional \$1 per minute after 5 minutes. This fee will be added to your account in Brightwheel and paid directly to the staff member who had to stay past their scheduled time.

School Calendar

We start our program one week **AFTER** the McCracken County School System. Other than our start date, Lone Oak First Baptist church Early Learning Program follows the McCracken County school system calendar schedule each year. **If McCracken County has delays, cancellations or early dismissals, we will follow those decisions.** Tuition costs are based on the number of days your child is set to attend, according to the McCracken County School Schedule.

Special events are scheduled throughout the year. These are days when students may be asked to send in a special treat, or parents may be invited to visit school for a special program. Look for a letter home and Brightwheel notification for specific details closer to time.

Important Dates to Remember

Open House: August 13th @ 5pm

First day of School: August 17th

No School/Labor Day: September 7th

Fall Break: October 5th - 9th
No School/Staff Development: November 2nd
No School/Election Day: November 3rd
Thanksgiving Break: November 25th - 27th
Christmas Break: December 19th - January 3rd
No school/MLK Day: January 18th
No School/Staff Development Day: February 1st
No School/President's Day: February 15th
No School/Staff Development: March 12th & 15th
No School/Good Friday March 26th
Spring Break: April 5th - 9th
Last Day of School: May 20th

Special Events Calendar

Picture Day: September 16th
Class Christmas Party: December 16th
Class Valentines Party: February 10th
Class Easter Egg Hunt: March 31st
Muffins with Mom & Donuts with Dad: April 28th
Preschool 4yr old Graduation: May 12th

Saturday Church Community Events

Create with me October 17th 10:00-12:00
Christmas Movie PJ Day December 5th 10:00-12:00

Birthday Celebrations

We know students love to celebrate with friends. Parents are welcome to send special treats or goodie bags to celebrate their child's birthday with their class. **State regulations require all**

items to be store-bought and sent in an unopened package. Some ideas are mini cupcakes, donut holes, mini pre-packaged cookies, etc. (*If you plan to send something with frosting that can get messy, please consider sending in a pack of wipes to help the teachers clean sticky fingers and hands off after the celebration.*)

Daily Schedule

7:15-7:45	Drop-off
8:00	Breakfast (program provided)
8:15-11:15	Preschool
10:05-10:25	Wednesday Chapel Class
11:20-11:35	Half-Day Program Pick-up
11:30-11:45	Lunchtime (student packed)
12:45-2:45	Nap/Rest Time
3:00	Snack Time (Program provided)
3:45-4:00	Pick-up

During our 3-hour morning Preschool Program every classroom has a designated Math, Reading, and Bible time as well as specific outdoor/indoor and imaginative play times. We will be using the "ABC JESUS LOVES ME" curriculum. This curriculum includes weekly lessons on letters, numbers, and shapes, with added emphasis on bible stories and bible verses. Our afternoon portion of the day is modeled after a traditional daycare with less academic instructional time. Each student will attend a program-wide, weekly Chapel class every Wednesday.

A day in our program includes fun activities like singing, painting, playing indoors and outdoors, dancing and eating. We recommend easy-fitting, washable "play" clothes. Please be sure to dress your child in weather-appropriate clothing throughout the year. They will need a jacket or coat in the fall and winter. To ensure the safety of little toes, please be sure to put your child in close-toed shoes each day. Being comfortable lets kids focus on learning and having fun!

Each student must have a full change of clothes (shirt, pants, socks, underwear) in their tote bag each day. Please send these clothes in a Ziploc bag labeled with the child's name. If a child does not have a spare change of clothes and has an accident, a

parent will be called to bring spare clothes. Two-year-olds in diapers must send in their own diapers & wipes for the week. Your child's teacher will contact you when your child runs out.

Arrival and Departure Procedures

Upon arrival at the church building, you will be required to line up in our carpool line. Have your Brightwheel app open and ready to sign your student in with your drop-off/pick-up code. A teacher will be coming around to each car with the iPad to scan your child in for the day. ***Anyone dropping off or picking up your child, must have access to the Brightwheel app and your child's code to drop-off/pick-up your child. ***

Morning Procedures

When it is your turn to unload, stay in your car. A teacher will approach your window to scan your child in for the day using Brightwheel. Another teacher will unbuckle your child and make sure he/she gets safely to the door. Please have your child's bag on the side of the car with them so the teacher can grab it as they get your child out of the car.

Mid-day & Afternoon Procedures

At pick-up time, you will be responsible for putting your child into the car and buckling them up. A teacher, assistant, or director will bring your child to you. Please be standing at your student's door with your Brightwheel app and checkout code, ready to load them when they are walked out to you.

You are permitted to pick-up your child at any time but if it is not a scheduled dismissal time, half-day or full-day, you must come to the door to check them in/out. If you need to pick-up your child early for any reason, please be sure to message your child's teacher, the director, and assistant director. Since teachers are not permitted to be on their phone during school hours, except for parent-teacher communication, they may not see your message as quickly as the directors would. **ANYONE** picking your child up, **MUST** have the Brightwheel app & a pick-up/drop-off code available. For security purposes, children will **ONLY** be released to an adult that has the child's corresponding code.

Students who are picked up early or do not attend on their scheduled day, will still be required to pay full tuition. NO discount is applied for voluntary days missed.

Communication

Parent - Teacher - Director communication will be done via the message feature in the Brightwheel app. Make sure your notifications are ON to get the most up-to-date information.

Download the Brightwheel App

Upon enrollment you will receive an invite via email or text to set up your Brightwheel account if you do not already have one. Through the app you can check your child in and out for the day, communicate with your child's teacher and directors via messaging, and pay tuition.

- Create a free Brightwheel account. When you receive an invitation via email or text, please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account. You can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start using it regularly.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app. **Please turn your notifications on.**
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting. To avoid late fees we recommend that you use the autopay feature.

Family vs. Approved Pick-Ups vs. Emergency Contacts

We ask that you add and edit Family Members, Approved Pickups, and Emergency Contacts on your child's profile. When adding

contacts, you are given four options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly different functions and privileges. **We do not recommend listing anyone as an Emergency Contact, because in the system, emergency contacts do NOT have pick-up privileges.** Only parents, family, and approved pickups may check a child in and out.

Check-In & OUT Codes

Your student's Check-in/checkout code can be found on their Brightwheel account. Siblings can be checked in and out using one scan and a shared code.

Our preferred attendance procedure is to use the scan feature in the Brightwheel app connected to individual and family student accounts, however, if you or a family member is without a smartphone/access to the app, extra safety features will need to be put in place. **If this situation describes your family, you MUST make arrangements to meet with the director, assistant director and teacher to discuss a safe pick-up plan BEFORE the first day of school.**

You must use your check-in code to ensure proper record keeping. To make this easier, Brightwheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the app.

1. Tap the Edit icon next to your check-in code.
2. You will see a red-orange screen with your current code displayed.
3. Enter a new 4-digit code.
4. If your code matches that of another staff or parent, a warning message will be shown; you can still save and use that code, but it is not recommended. *
5. Once you enter a unique code, tap the Save button.

*If your check-in code is not unique, you will be required to take a second step and enter the last four digits of your phone number to verify your account before completing a check-in.

Policies and Procedures

Photographs/Videos

The early Learning Program will take many pictures throughout the year and share them with parents. We want you to see how much fun we have! We will not put these pictures on social media other than to be posted on our **PRIVATE** program Facebook page for parents/guardians that have been granted access. If you would NOT like to have your child included in photos shared with other Early Learning Program families, or on our church website, please be sure to indicate that on our social media release form at the beginning of the year. You can search and request to join our private program page by searching: "**Lone Oak Early Learning Program**" on Facebook.

Health & Safety

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child and other children. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge).

Common Child Illnesses & When to Return to School

- Diarrheal illness - When the child is diarrhea-free for at least 24 hours without the aid of medication.
- Fever - When the child is fever-free for at least 24 hours without the aid of medication. **Fever is a temperature at or above 100.4**
- Flu - When the child is fever-free for at least 24 hours without the aid of medication, has a doctor's note of approved return to school and has the energy to participate in center activities.

- Lice - 24 hours after treatment and no signs of nits or lice.
- Pink Eye - 24 hours after the first dose of medication and symptoms are mild.
- Strep Throat - 24 hours after antibiotics are started, the child is fever-free for at least 24 hours without fever-reducing medication and has the energy to participate in center activities.
- RSV - When the child is fever-free or at least 24 hours without the aid of medication, has a doctor's note of approved return to school, and has the energy to participate in center activities.
- Vomiting - When the child is vomit-free for at least 24 hours without medication.

Medications

All emergency medications such as inhalers, EpiPen, or medications for seizures that are to be administered by the staff of LOFBC Early Learning Program **MUST BE AUTHORIZED** by a physician. You will also be required to complete a form supplied to you by our preschool.

LOFBC Early Learning Program cannot administer non-emergency medications such as Tylenol, antibiotics or over the counter medications. If your child is given medication to be taken by a doctor to heal from an illness, please note that LOFBC Early Learning Program is unable to administer these medications. It is asked that you, the parent/guardian, come to give your child medication.

Allergies

If your child has any dietary restrictions or allergies, please let the preschool know in writing. You may be required to provide snacks/meals for your child if the preschool deems it necessary.

If your child has an EpiPen or inhaler, please provide it to the preschool with a label and expiration date. All allergies and dietary concerns will be clearly posted in each room, our snack/lunchroom and written on the child's emergency form.

Injuries

The staff at Lone Oak First Baptist Church Early Learning Program takes every precaution to ensure the health and safety of your child. Any injury a child sustains while in the care of our program is recorded on an accident form which is signed by the child's teacher along with the parent's signature, then placed in the child's file. In the event of a serious injury, we will make every effort to contact the parents for instructions. If a parent cannot be reached in a timely manner, the director will make any necessary decisions for the child's immediate care. If an emergency room visit is necessary, and the parent cannot arrive on time, we will have them transported to the nearest hospital via ambulance.

Insurance

In the event of an accident at the preschool resulting in injuries that require medical attention, the insurance carried by LOFBC Preschool will provide secondary coverage with the parent's personal insurance as primary coverage.

Enrollment Requirements

- Completed Preschool Registration Form
- Copy of Immunization (or signed waiver such as religious exemption)
- Signed consent forms
- Insurance card
- Registration fee of \$150.00

Potty Training

Collaboration between you, your child, and your child's teachers makes for a more successful toilet learning experience. Children learn toileting skills through consistent, positive encouragement from all adults who care for them. When your child shows an interest, you and your child's teachers will discuss how to work together at home and at school to encourage toilet learning. In the 2-year-old and 3-year-old classrooms, we will work with you

and your child so that toilet learning can be accomplished in a developmentally appropriate manner. **All students in the 3-year-old classroom must be potty-trained by the return of fall break. If a child is having consistent accidents in the 3-year-old classroom after fall break, he/she will need to stay home until they are successfully toilet-trained.**

Our preschool strives to support your efforts in potty training at home. However, there are some key signs to look for before we can help you train your child at the center. The key signs of readiness for potty training include:

- The child can pull down and up their pants and underwear/pull-ups on their own with little or no assistance
- The child can communicate with you when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day
- The child can hold their bowels and bladder until they get to the potty once they realize that they need to go

If these signs are not present, your child is not ready to potty train at our preschool, as we do not have a potty in each room for them to use.

Child Abuse/Neglect

If any abuse or neglect to children enrolled in LOFBC Early Learning Program is suspected, by law we are required to report it. Please be aware that children will NOT be released under any circumstances to impaired individuals. If we have reason to believe that any person picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also be documented and reported.

Emergency/Disaster Policy

Our facility always remains locked for the safety of the children. In the event of an emergency, all teachers are trained in how to care for your child and how to transport them to our designated safe place. The staff and children also participate in monthly fire, tornado, and earthquake drills. Each family is also

required to complete, sign, and return an Emergency Disaster Form to be used by our facility in case of an emergency/disaster.

Fire/Tornado/Earthquake Drills

Emergency (practice) drills are conducted monthly for all classes. This gets your child acquainted with procedures in the event of an actual emergency. During an actual emergency, the following guidelines will apply:

1. Your child will be escorted to the designated area or emergency evacuation location, and the proper emergency drill procedures will be followed.
2. All attempts will be made to contact parents/guardians.

Discipline & Guidance Policy

At our preschool, we strive to provide a safe, loving, and nurturing environment where children can learn and grow. We believe that discipline is an opportunity to teach and guide children toward positive behavior, self-control, and respect for others.

Our staff uses positive guidance techniques that may include:

- Modeling appropriate behavior
- Redirecting children to appropriate activities
- Offering choices when appropriate
- Encouraging problem-solving and conflict resolution
- Using positive reinforcement and encouragement
- Helping children identify and express their feelings appropriately

When challenging behavior occurs, teachers will work with children in a calm and respectful manner to help them understand expectations and make better choices. If needed, a child may be temporarily separated from an activity to regain self-control while remaining under staff supervision.

Behaviors that may require additional intervention include, but are not limited to, aggressive actions, repeated disruption of

activities, unsafe behavior, or actions that may harm themselves or others.

As a last resort, if a child continues to display unsafe or disruptive behavior after other guidance strategies have been attempted, the child may be taken to the Director's office for a brief time-out period. This time will be used to help the child calm down, reflect on their choices, and prepare to return successfully to the classroom. Parents may be notified if this intervention becomes necessary on a repeated basis.

If a behavior concern becomes ongoing, teachers will communicate with parents to develop a plan that supports the child's success both at school and at home. Our goal is always to partner with families in guiding children with patience, consistency, and Christ-centered love and respect.

AT NO point WILL ANYONE IN OUR FACILITY USE PHYSICAL PUNISHMENT ON A CHILD!

Termination

LOFBC 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.

If you wish to remove your child from the LOFBC Preschool program, you are required to give two weeks' notice.

Your Child's Adjustment

It is normal for your child to have some fears and misgivings about being away from their parents and being in a new environment. Children need time to adjust. Usually, these problems are temporary. Depending upon the age of the child, some may act out their frustrations in one or more of the following developmentally appropriate ways:

1. Clinging to a parent and refusing to let go
2. Temper tantrums
3. Potty Training setbacks
4. Refusing to eat

- 5. Thumb sucking
- 6. Not wanting to come to preschool

Parent Consent & Agreement Form

The policies and procedures LOFBC Early Learning Program has in place are to ensure the safety and well-being of all students, staff, and parents. In order for us to continue to provide excellent quality care for every student and staff member, we must ensure that all people in association with our program follow our guidelines as well as the program guidelines from the State. By signing this form, you are stating that you have read all of our policies, and you will abide by them in accordance with the handbook.

Student Name:

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Parent Name:

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Signature:

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Date:

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*Please sign & return this form at open house or
on the 1st day of school*