



Friendly Avenue

Christian Preschool

A Ministry of Friendly Avenue Baptist Church

Family Handbook

“And, the child grew and became strong in spirit.”
Luke 1:80

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Dear Families!

We are so excited to partner with you to help you and your child(ren) to know, love and serve Jesus! Thank you for choosing Friendly Avenue Christian Preschool to meet your family's needs for child care and preschool education! Our hope is that this Family Handbook will be a helpful resource for our policies and procedures, but know that we are always available to answer any questions or address any concerns you might have. Thank you for the privilege to partner with you!

In every way possible, we strive to give your child the loving care and guidance that children need in their early, formative years. As their parents, you are invited to visit us, ask questions, make suggestions and become involved in the life of the school. To help ensure the success of your child's experience here, your close communication with our staff and understanding our school objectives, policies and procedures is important.

Friendly Avenue Christian Preschool serves children from eight weeks of age to five years of age, and our goal is to support them in their cognitive, emotional, social, physical and spiritual development.

We are a 5-star licensed facility licensed by the North Carolina Division of Child Development and Early Education (NCDCEE) and undergo routine inspections by the Guilford County Environmental Health Department, Greensboro City Fire Marshall, and NCDCEE.

Friendly Avenue Baptist Church and its varied ministries partner with Friendly Avenue Christian Preschool in supporting you as a parent. Our staff and programs are here to serve your family. Working with you, our goal is to develop the children of today into the hope of tomorrow.

We are so excited to partner with you and pray nothing short of God's richest blessings on your child and your family!

Friendly Avenue Christian Preschool Board of Directors

A High-Quality Early Childhood Program

Provides

- Frequent, positive, warm interactions among teachers and children
- Intentional learning activities appropriate to children's age and development
- Dedicated, specially trained teachers and support staff
- Ongoing professional development
- Enough adults to respond to the needs of individual children
- Many, varied age-appropriate materials for children
- Respect for diverse populations and people
- A healthy and safe environment for children and adults
- Inclusive and inviting environments
- Nutritious meals and snacks
- Aesthetically pleasing indoor and outdoor environments
- Facilitate the process of inquiry, exploration, creative thinking and creative expression
- A positive framework for child guidance and the development of self-regulation
- Opportunities for families to become actively involved in the life of the school
- Ongoing systematic evaluations

Introduction

Mission Statement

Friendly Avenue Christian Preschool (FACP) exists to support parents and children by providing exceptional Christian Education that is academically challenging, developmentally appropriate, and Biblically sound. We believe that children are created by God to be loved and respected and we seek to recognize each child's individual personality differences.

Purpose and Goals

Jesus said, "Let the little children come to me, and don't prevent them for the kingdom of God belongs to such as these." We take His words very seriously. Friendly Avenue Christian Preschool is a ministry of Friendly Avenue Baptist Church. It is our goal that parents feel confident, children feel safe and loved, and staff feel supported and encouraged. We are here to meet the needs of everyone involved in this ministry to the best of our ability. In order to do this effectively we understand that we must first, be knowledgeable of those needs and secondly we must work as a team. Our ultimate goal is to serve Jesus Christ and to provide a community where each member can discover and fulfill the unique plan God has for their life.

Purpose of Handbook

The handbook is provided to give guidance and direction to the families of FACP. Each family should carefully read it and refer to it often regarding our policies and procedures. Each family is a valued member of our team that is Friendly Avenue Christian Preschool. Together we are responsible for the care and shaping of precious young lives.

ADMISSIONS

Friendly Avenue Christian Preschool admits children of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Friendly Avenue Christian Preschool does reserve the right to terminate the enrollment of a child if they exhibit extreme social, emotional, physical, or academic behaviors or acts that jeopardize success of the student or the school.

Children are enrolled in our full day (7am -5:30pm) program. All programs run 5 days a week.

Enrollment Process: In order to enroll at FACP, families must first attend one of our community tours, held monthly, to hear about our heart for sharing Jesus with children and our daily procedures and policies. If you would like to pursue enrollment after your tour, your child(ren) will be placed on our wait list.

Enrollment Registration: Each February we begin registration for the coming Summer Camp and the following School Year. The first week of registration is open to currently enrolled FACP families and staff members. Following the enrollment of current FACP families and staff members, we will contact current families on the waitlist to fill any remaining spots. Once a classroom is filled, a new wait list will be started, replacing the existing wait list. If you are currently on the waitlist and are unable to secure a spot, you may opt to remain on the waiting list for the upcoming school year.

The following steps must be completed before enrollment:

- Tour the facility
- Completed Enrollment Packet (See List in Office)
- Registration Fee.
- If applicable, a copy of a Divorce Decree, Custody Arrangement, etc stating custody arrangements, visitation arrangements, or restraining orders.

Custody Situations: The parent who has engaged us for their preschool child has the continued responsibility to inform FACP of:

1. The legal status of parties involved in the custody of the enrolled child(ren).
2. Any subsequent changes to custody status.
3. Inform the school of changes in family dynamics that will affect the child's progress, performance or wellbeing while enrolled.

Friendly Avenue Christian Preschool requires that parents provide the school with any legal divorce decree outlining custody arrangements. If either parent is prohibited from picking up a child, visiting a child, or receiving information about a child, documentation of the court order is required for your child's file. Any modifications to the arrangements must be submitted in writing to the school office immediately. We will abide by all legally served court orders. We depend on families to keep us informed on the issues of custody. Communication between custodial parents and Friendly Avenue Christian Preschool is imperative.

CLASSES

Infant Environment: Infants are enrolled as young as 8 weeks of age. Infants remain enrolled in this room until they are approximately 14 months old. The goal of this room is to provide a safe, clean, developmentally appropriate space for very young children where they can build trusting relationships with caring, qualified adults and begin to actively, explore and engage the world around them.

Toddler Department: Children ages 14 to 36 months are ready for a more structured day. We have two Toddler rooms for this age child. Toddler I is designed for younger toddlers and Toddler II is designed for older toddlers. Younger students are improving their verbal skills and love the many cause and effect materials accessible in the classroom. The older toddlers enjoy singing, active play, exploration and discovery, and praising Jesus. In this room they master their toileting skills and begin to see an early love for learning develop.

Preschool Department: Children ages 3 to 5 years of age are considered preschoolers. We have two preschool classrooms. The "whole child" is encouraged to develop and grow by interacting with "hands-on" learning materials in open classrooms. Each child is able to work at their own developmental level. Music, art, language development, reasoning skills, discovery, inquiry, exploration, faith development activities, and active play activities complement their daily experiences.

Curriculum

To aid classroom teachers in supporting children's development, we utilize Creative Curriculum, 5th Edition. Children will learn through the "Project Approach" and hands-on interactive method of learning. "Featuring a rich collection of knowledge-building and daily practice resources, the curriculum offers detailed day-to-day guidance, individualized learning experiences, 38 research-based objectives, and exploration and discovery as a way of learning."

To aid in the spiritual development of our children, we utilize the Hyfi curriculum from Lifeway. Hyfi teaches 12 simple Biblical truths about God through a three year Scope & Sequence. Each week, Ms. Nikki, hosts our Kickstart session that shares the weekly Bible story, as well as, the "Big Deal", theme verse and theme song for the month. Additionally, each week we send an email that helps to foster faith conversations at home that will align with that week's Bible Story and the monthly theme. Friendly Avenue Christian Preschool values the partnership between school and home and understands how critical these early years are in creating a solid foundation in understanding who God is and Hyfi helps us do that in a fun and engaging way.

Faith and the Family: Friendly Avenue Christian Preschool and Friendly Avenue Baptist Church exist to partner with the family, so that everyone can know, love and follow Jesus.

In our school, children will participate in prayer, in spiritually and developmentally appropriate activities, as well as, learning a new Bible story each week. All of these things work together to foster the child's spiritual formation and their understanding of God and His plan for their life.

Outdoor Environment: We are proud of our aesthetically pleasing and intentionally designed Outdoor Learning Environments (OLE). Infant, Toddler, and Preschool OLEs were designed by the Natural Learning Initiative at NC State University through our participation in the Shape NC Project. Students are afforded rich natural materials and settings to explore and investigate. Students also actively participate in caring for their OLE including planting, maintaining and harvesting our seasonal vegetable and herb gardens. Stationary equipment and loose parts equipment afford students numerous opportunities for active physical play. We believe that vigorous daily physical activity offers many health and learning benefits for developing children. Please note that all students should come dressed for outdoor play daily. This includes sunscreen, hats and appropriate clothing on hot days; hats, mittens, warm layered clothing and jackets on cold days; and rain boots, rain jackets, hats, and extra clothing on rainy days. Our

philosophy is “There is no **bad weather, just inappropriate clothing**. Parents should also send their child in clothing daily that will allow them to comfortably explore the world around them, knowing that they may get dirty or messy.

FINANCIAL POLICIES

Registration Fees: The registration fee is \$125. Students enrolling for the 10-week summer camp only will pay a \$50 Registration fee to secure the child’s position in the class. Registration Fees are non-refundable.

Tuition: While we provide a monthly tuition cost, tuition is calculated on an annual basis and will be prorated appropriately for students who start later in the school year. The initial month of tuition is prorated based on the number of weeks remaining in the school year compared to the amount of the remaining regular monthly installments.

Please note that the amount paid in a given month is not specifically for services rendered that month. Monthly payments are installments toward the total annual tuition amount.

Tuition payments may be placed in the payment box on the wall by the check-in station in the school office or paid directly to one of our office staff. Cash payments should be made in person to one of our office personnel for a written receipt of the payment. Tuition receipts for checks and money orders are available upon request.

We reserve the right to ask for payment in cash or money order should alternative payment options not be suitable.

Sibling Discounts:

- Two children: 5% off of the oldest sibling’s tuition, no discount for the youngest
- Three children: 10% off of the oldest sibling’s tuition, 5% off of the second oldest sibling, no discount for the youngest sibling
- Four children: 10% off of the oldest sibling’s tuition, 5% off of the second oldest sibling’s tuition, 5% off of the third oldest sibling, no discount for the youngest sibling

Subsidized Tuition: Friendly Avenue Christian Preschool accepts students with DSS vouchers for subsidized tuition. An approved voucher must be on file in our office in advance of enrollment. ***Please be advised that our tuition rates may be higher than the DSS market rate and therefore your tuition may be higher than stated on your***

voucher. In this case, an additional fee is charged to offset the difference between our fees and those paid by DSS and your parent fee.

All parent fees for DSS subsidized tuition are due by the fifth (5th) day of each month in full. Any student with an outstanding balance at the end of the month will be terminated until payment arrangements can be made. All terminations will be reported to the case worker immediately.

Please notify the school of any absences immediately so they may be properly reported to DSS. Excessive absences may result in the loss of DSS funding or partial funding. Any additional expenses charged due to absences will be assumed by the parent.

Tuition Installments: Monthly School Year installment payments are charged on the first day of each month. The first payment of 50% is due on the first day of each month. The second payment of 50% is due on the 15th day of each month. Tuition unpaid by the 20th day of the month will result in the child being terminated from the school. A late fee of \$50 per month, will be assessed when there are repeated late payments.

Late Payment: It is important that you contact the school director if you cannot make your tuition payment on time. When the tuition payment has not been made by the 20th day of the month, the student will no longer be allowed to attend. If a student is withdrawn from school with an outstanding balance his/her records will not be released until the account is paid in full. We will not accept registration for future programs or classrooms if a student's account is past due.

Tuition Increases: The school reserves the right to increase tuition as deemed necessary by the Board of Directors. This is a ministry, and every effort will be made to keep tuition as affordable as possible and still provide outstanding service and care for the children enrolled in our program. An annual increase in tuition can normally be expected. Advance notice of at least one month will be given in writing for any changes to the tuition fee or tuition structure.

Withdrawal: If for some reason you are unable to fulfill your annual registration commitment, we require written notice of your child's final day of attendance at least two weeks in advance. Final tuition billing will be based on that date. Otherwise, you will be responsible for an early withdrawal fee equal to two weeks tuition cost.

Refunds: The application fee is non-refundable. Prepaid tuition may be refunded upon the request and approval of the FACP Business Manager, Preschool Director, or the Board of Directors.

HEALTH POLICIES

Medical Form: North Carolina state law requires all students to have on file a current medical form and updated immunization record. This is a standard form which must be signed by a North Carolina physician. It should be on file in the office by the child's first day of school. Updated immunization records must be provided and kept current in accordance with NC law.

Immunizations: North Carolina requires that all children entering elementary schools in North Carolina have a current immunization record on file, unless they have a valid certification of exemption. A copy of each child's record or certified exemption must be on file and kept current by the family.

We strongly suggest that parents keep a copy of your child's immunization record and have the doctor complete and sign it each time a new vaccination or booster is given.

Medication: North Carolina law does not allow school personnel to administer any medication without explicit complete instructions from the parent or legal guardian; this includes prescription and non-prescription medications, lotions, creams, etc. Medication forms are available in the school office. If it is necessary for a child to take medication while at school, the following procedures must be followed.

Prescription Medications: Each dosage must be sent to school in the original container with a pharmacy label attached with the child's name, the physician's name, the dosage, name of the medication and time to be given. If a dispenser is required, the parent must provide it placed in a ziplock baggie with the child's name clearly labeled.

Over-the-Counter Medication: Non-prescription medications will only be given with a doctor's note authorizing the medication and stating the child's condition that they are not contagious and able to participate in daily activities. The administration of non-prescription medications without a doctor's note must be cleared with the school administrator or office manager in advance. (Example: Diaper cream)

Emergency Medications: Epi-Pens, Inhalers, and other Emergency Response Medications are kept in designated storage areas in the child's classroom. Any child with an Emergency Medication stored at school must have a statement of file explaining the child's condition; necessary measures required and detailed notes of the procedure.

Medication Storage and Administering: The medication must be checked in with the school office and kept in an approved locked storage area. No medication will be given without a completed form and parental signature. Medication is primarily administered

by one of our office staff. We must log all medications administered and make this log available to the Health Department for examination.

Additional Notes on Medications:

- Any medication to be administered 2 times in a 24 hour period should be administered at home and not at school.
- Medications need to be picked up from the school after it is no longer required. Medication left at FACP will be discarded after 2 weeks.
- We will not administer medication to reduce fever unless there is a statement from the director noting febrile seizure disorder.

Sick Child Exclusion Policy:

Families and staff of FACP share in the responsibility of communicable disease control. If a child contracts a contagious illness please inform the teacher and Director. We know that it can be difficult to take time off work to stay home, but it is everyone's responsibility to ensure that sick children are not brought to school until they are well and ready to actively participate in the classroom day. This means sick or contagious children should not return to school until they have been fever and symptom free without fever or symptom reducing medications for at least 24 hours. It is the responsibility of the school to make every effort to keep the environment clean and safe for others and to question the family of a child who appears ill upon arrival or while at school.

A child should be kept out of school if he/she:

- Shows profuse discolored nasal discharge.
- Has red or inflamed eyes with discharge
- Has a rash that is undiagnosed or contagious
- Has chicken pox/hand-foot-mouth that have not scabbed over
- Has had two or more occurrences of diarrhea or vomiting within the past 24 hours
- Has had a fever within the last 24 hours of 100.4 degrees or more.
- Has head lice
- Has a contagious or bacterial infection such as scarlet fever, strep throat, etc. until the child has had at least 24 hours of antibiotics and a physicians note stating when it would be safe to return to group care.
- Unable to participate in the normal activities of the day.

All students in attendance should be well enough to participate in the scheduled activities of the classroom both indoors and outdoors. A written doctor's note is required for exemption from activities.

If your child develops symptoms while at school, you will be contacted. Your child will be removed from the classroom setting to aid in preventing the spread of germs. We have comfortable accommodations in the office to care for your child, while they wait to be picked up. If staffing allows, your child may wait for you with one of their classroom teachers. If not, a member of the Administrative Team will wait with your child. If you are unavailable, we will contact your provided emergency contacts. Children who are sick must be picked up within 30 minutes of being contacted.

A teacher or member of the Admin Team caring for your sick child will fill out an "illness report". The illness report will list the symptoms observed and guidelines for returning to school. Communication between home and school is vital to the continued success of our partnership.

To prevent the spread of communicable diseases, we will adhere to the guidelines set by the Guilford County Health Department, the Centers for Disease Control (CDC), and other relevant regulatory agencies charged with reducing the spread of illness. Please note that these guidelines may, at times, differ from the recommendations of your child's physician. **However, our policies will take precedence over individual physician recommendations.**

We are assigned a school nurse who makes frequent visits to the school and serves as a resource person as needed. There is a manual in our school office listing common illnesses, their definitions, signs and detailed information about their required treatment and safe return of students. We utilize the information at hand to make the best informed decision at the time and are grateful for the support of our families.

Guidelines for Common Illnesses and Returning to School:

- **Hand-Foot-Mouth Disease:** child may return after 24 hours of no new bumps forming and previous blisters have popped and are scabbed over.
- **Chicken Pox:** child may not return to school until all lesions have crusted or dried.
- **Head Lice:** child may return after treatment and all live lice and nits are removed. Follow up treatment is required. A member of the administrative team will help screen for re-entry.
- **Strep Throat:** child may return to school after 24 hours of treatment, is fever and symptom free for 24 hours without the use of symptom reducing medications, and is able to return per a doctor's note indicating when it would be safe to return to group care.
- **Flu:** fever and symptom free for 24 hours without the use of symptom reducing medications and is able to return per a doctor's note indicating when it would be safe to return to group care.
- **Pink Eye:** child may return after 24 hours of eye drop treatment.
- **Pneumonia:** child may return to school after 24 hours of treatment, is fever and symptom free for 24 hours without the use of symptom reducing medications, and is able to safely return per a doctor's note indicating when it would be safe to return to group care.
- **RSV:** fever and symptom free for 24 hours without the use of symptom reducing medications and is able to return per a doctor's note indicating when it would be safe to return to group care.
- **Covid:** fever and symptom free for 24 hours without the use of symptom reducing medications and is able to return per a doctor's note indicating when it would be safe to return to group care.
- Other illnesses will be discussed with Administration on a case by case basis

PARENT RESPONSIBILITIES AND INVOLVEMENT

School Involvement: Friendly Avenue Christian Preschool believes that children best succeed in school when their families are actively involved in the life of the school and the child's classroom and when families and staff communicate and work together for the child's individualized success as well as the overall success and smooth operation of the school.

We encourage families to:

- Pray for the school staff, Board of Directors, students and families
- Encourage our staff and other families
- Make your concerns, questions, and needs known to our Director.
- Actively participate in the meetings, teacher conferences, class celebrations, events and fundraising efforts of the school
- Talk frequently and positively with your child about their school day and their classroom experiences
- Volunteer your time, resources and talents while at FACP

Family Orientation: Each family is strongly encouraged to make an appointment with the school administrator or other staff representative to learn about our program and meet our school staff prior to enrollment. At this appointment, you will be able to discuss the needs of your child and acquaint yourself further with the classroom setting and the teaching staff.

Family/Staff Conferences: Family conferences are available upon request throughout the school year. While brief daily communication is a very important part of your child's experience here at FACP we ask that you schedule lengthy conversations/conferences, conversations with sensitive or confidential content with our school office so that the teachers will be able to give you their undivided attention. This also keeps the classroom safe as often lengthy staff/parent conversation in the classroom can disrupt and jeopardize the safety and supervision of students and activities. We strongly encourage families to communicate as needed throughout the course of the child's time with us.

Progress Reports: Students will receive bi-yearly written progress reports: One report in January and the other at the end of the school year in June. Informal conversations and conferences about your child's progress are always available upon request. Classroom staff will maintain anecdotal records on each child marking their progress. Preschool students keep a binder with samples of their work, progress, and photo documentation of activities and achievements that can be reviewed at any time by

families. Resources are also available on general stages of child development and common needs of young children in our Family Resource Area outside our school office. Additional books, resources, and parent guides and reference materials are available upon request in our school office. The school administrator is available daily for conversations, conferences, guidance and prayer. We understand that parenting young children can be challenging at times.

FACP is here to support and minister to you in your efforts to parent your child and aid in their educational, developmental and spiritual progress.

Family Advisory Committee: Each year we ask for family volunteers to form a committee that will meet routinely to aid and advise the school and its operations. The staff liaison for this committee is the School Director, Nikki McNair. Nikki will report the work, projects, feedback and recommendations of this committee back to the operating Board of Directors made up of appointed members of Friendly Avenue Baptist Church which also includes at least one enrolled family in the school, when at all possible.

The Family Advisory Committee is made up of FACP family members. We strive to have a representative from every classroom in the school. The committee meets routinely to plan and execute school wide family activities, special events, school fundraisers, school work days, gardening and planting days, etc. This committee is a vital part of the life of our school and family participation is encouraged. Committee meeting dates and events and times will be posted on the school check in/out monitor and on our facebook page.

Classroom Volunteers: Each year we encourage families to check with your classroom teachers to aid and support their activities and projects. Teachers welcome and encourage parents and grandparents to become reading buddies, help with classroom celebrations, lend extra hands with special projects & events, share their talents and interests with the classroom and provide materials for special classroom projects, etc.

Outdoor Learning Environment (OLE) Volunteers: Maintaining our beautiful OLEs takes the joint efforts of school staff, church members and families. Periodic planting, installation, and weeding sessions are planned. We encourage all families to participate with their children, further strengthening the child's understanding of nature and increasing their knowledge of the world around them.

Fundraising Efforts: The FACP Board of Directors strives to keep our general operating budget as low as possible and thus your child's tuition payments as low as possible. We plan several fundraising events and projects throughout the year to supplement the general operating budget. 100% of the proceeds of these fundraisers go

toward the purchase or payment of additional or new learning materials, equipment, classroom supplies and out the enhancement of our indoor and outdoor learning environments. These enhancements can only be provided if our fundraisers are successful.

School Communications: Home to School and School to Home communications are of prime importance as we are working together to help your child realize their full potential and learn God's plan for their lives. This task is a partnership between home and school. FACP strives to provide timely, clear and effective communications with families and staff. Each child has a Procure account created upon enrollment and daily information is shared via the app. Parents are invited to the app upon enrollment. Procure allows for daily communications, direct messaging, school wide communication and more. Additional communication is done via email and our Facebook page (link below).

<https://www.facebook.com/FriendlyAvenueChristianPreschool?ref=hl>

Note: We encourage two household families to ensure that we have both household emails listed for effective communication and your convenience.

Arrival and Departure: Parents should take their child directly to their teacher to insure that the teacher is aware that they are now directly responsible for the child. Notify the teacher upon departure that you are taking the child and that they are no longer responsible for the child and their needs. NEVER allow a child to walk unaccompanied in the parking lot, hallways or on the church campus. Each child will be assessed upon arrival for signs of illness or injury that could affect the child's ability to participate in the day's activities. Children are required by law to wash their hands upon arrival to the classroom before beginning their school day. Parents remaining in the classroom for activities must also wash their hands upon arrival to the classroom. Once you have picked the child up you then resume responsibility for that child.

No child will be released to unauthorized persons. Each family submits a list of authorized persons who may check their child in and out of the program. All persons must show a picture id upon request in order to insure the safety of the children and staff.

Checking In/Out of Students Attendance: We require that approved ADULTS take responsibility for signing in and out of their child(ren) on the classroom tablet upon arrival and departure to the school daily. This will allow us to know exactly which responsible party picked up or dropped off a child in the event of an emergency.

Late Pick Up: It is important that the child(ren) be picked up before the school closes at 5:30pm daily. A late fee of \$7 for the first 15 minutes and an additional \$7 for each minute will be charged for late pick up. Students who have not been picked up after 30 minutes may be turned over to the Department of Social Services for safe protection. If you are running late, please contact the school office as soon as possible. Please ensure we have current phone numbers for all authorized persons at all times.

Children's Supplies: Families are responsible for ensuring that each child has the necessary supplies for a successful day. Children in diapers must have an ample supply of diapers, wipes and multiple complete changes of clothing each day. Some storage is available for your convenience. Please monitor your child's supply closely so your child's needs may always be met in a timely and efficient manner. Potty Trained and Preschool students must have ample supply of additional clothing accessible in their cubby daily. Please ensure that your child has the appropriate seasonal clothing needed for both outdoor and indoor activities.

Legal, Developmental & Medical Documents: Please ensure that the school has all the necessary documentation on file for your child at all times. These forms may include custody documentation, legal decrees, developmental screenings, IFSP or IEP documentation and specialist's communications and notes, medical alerts, allergy & health related concerns, medication forms, etc.

We depend on families to keep us informed of the ever changing needs of the child enrolled in our program and the family dynamics that may affect the child's progress and/or safety or the progress and safety of others while enrolled in our facility. Failure to communicate important needs and issues concerning your child may result in termination of services.

Fees and Documentation: It is the enrolling family member's responsibility to insure that FACP has all the necessary and required documents and forms on each child enrolled and that their fees are paid according to the stated policy.

Wellness Policy: Every family is responsible for adhering to our established wellness policy.

Communication: Every family is responsible for communicating the ever changing information that may affect each child's safety, health, progress, and school success with the appropriate FACP staff person.

Absences: We ask that families contact the school office and notify classroom teachers via Procure if their child will be absent from school. This will aid us in lowering food waste.

Children's Success: We believe your child will experience success if you assist us in the following areas.

- Maintain clear and effective communication with our FACP staff.
- Ensure that your child comes to school daily well rested, fed, and with the supplies they need to be successful
- Ensure that your child is in class daily by 9:00am. This will ensure that students are on the same basic daily schedule, staff will be available to greet your child appropriately and help them with the transition from home to school, they will receive the morning snack and basic daily overview on their day. We understand that from time to time children will have appointments prohibiting them from arriving by 9:00am. We ask that you contact the school office and/or classroom teachers to communicate their expected time of arrival or absence from the center.
- Encourage your child to take responsibility for their school bags and materials when developmentally appropriate.
- Encourage walking children to enter the classroom on their own, supporting them when necessary but encouraging their abilities, efforts and accomplishments.
- Incorporate discipline strategies that complement the school's guidance strategies as not to confuse young children. Consistency is a great strategy for behavioral success.
- Establish a morning drop off routine that is comfortable for your family and the classroom. This allows your young child to predict and know what is expected. It also minimizes the stress of separation anxiety.
- Create opportunities to develop responsibility i.e. setting the table at home, preparing simple foods, making their bed, sorting socks, picking up their toys, following simple rules, brushing their teeth
- Establish and follow consistent basic routines: bed time, meal time, etc.
- Speak positively about their school, teachers, and their learning. Your expressed thoughts often become their thoughts.
- Establish routine family faith development rituals i.e. worship & Bible studies, family devotions, prayer, etc.

Biting

Biting and Young Children: Children's biting is undesirable for certain but an expected part of children's development. Child development professionals tell us that biting occurs for many and varying reasons most of which do not include intentional aggressive acts. Children often bite:

- as a form of quick and effective communication,
- when their personal space has been invaded,
- over the use of an object they perceived they had possession or ownership of
- when they do not feel well, are tired or hungry or do not feel safe
- when they experience frustrations, or anxiety they cannot otherwise control
- when they feel threatened
- because they lack the words or skills to problem solve otherwise or express themselves and their needs in a more appropriate/acceptable manner
- when experiencing teething discomfort.
- need for sensory stimulation
- do understand they are inflicting pain
- trying to replicate kisses
- other individualized reasons

Our goal as a school team is to create an environment where children can be successful and feel safe. This is done through some or all of the following proven methods and strategies:

- intentional staff training and development
- consultation with health, developmental and behavioral professionals & professional resources as needed
- intentional room arrangement and material selections
- classroom materials & increased sensory stimulation
- parent conferencing and consultation to develop strategies for success
- careful documentation and observations to determine triggers, frequent times or other important patterns
- clear concise methods of guidance and behavior management (as recommended by *Conscious Discipline* and other recognized successful methods of behavioral guidance)
- school Team strategy meetings
- development & Execution of Individualized Action Plans (with the Families and the School Team)
- other developed Individualized Strategies

The child receiving the bite will always be comforted and attended to first. The child receiving the bite will be consoled and made to feel safe. Staff will then address the biter with proven developmentally appropriate, individually appropriate guidance strategies. Staff will then prepare a biting incident report to communicate the event with copies going to the family and school. The identities of the students will always be protected and kept confidential.

FACP expects the families with children who are frequently biting others to attend parent/staff a conference, provide necessary assessments/screenings and information, and adhere to their portion of the developed Individualized Action Plan.

Note: Biting is an expected developmental stage for infants and toddlers. Biting is not developmentally appropriate for preschool and school age children and will not be tolerated.

Campus Safety & Security

The safety and security of our students, families, and staff are our highest priorities. Maintaining a secure campus requires consistent procedures and active partnership between school staff and families. The following policies are outlined in our Family Handbook and must be followed at all times.

Parking Lot Safety

The parking lot for Friendly Avenue Baptist Church and Preschool is a busy area. To ensure everyone's safety:

- Park only in designated parking spaces. Do not park in driveways or traffic lanes.
- Follow the established traffic flow pattern for safe entry and exit.
- Always hold your child's hand while walking through the parking lot.
- Never leave your child unattended in a vehicle.
- Never leave your vehicle running unattended.
- Do not leave purses or valuables visible inside your vehicle.

Children must remain under direct adult supervision at all times while on campus grounds.

Arrival & Dismissal Security

Arrival and dismissal are high-traffic times that require heightened awareness and strict adherence to supervision procedures.

Escort & Transfer of Supervision

- All children must be escorted to their classroom and signed in by an authorized adult each day.
- Children may not walk into or around the school independently.
- Parents must make direct contact with a classroom teacher at drop-off to ensure supervision has been formally transferred.
- Children may not be dropped off at the door, playground gate, or hallway without teacher acknowledgment.
- At pick-up, a teacher must directly release the child to the authorized adult. Supervision must be clearly transferred before departure.

Gate Safety – Critical Requirement

- All playground and campus gates must be fully closed and securely latched each time they are used.
- Parents and guardians are responsible for ensuring gates close completely behind them.
- Do not hold gates open during arrival or dismissal unless directed by staff.
- If you observe a gate that does not latch properly, notify the office immediately.

An unsecured gate — even briefly — creates a significant safety risk.

Authorized Pick-Up

- Only individuals listed on the child's enrollment form may pick up a child.
- Parents must notify the school in advance if pick-up arrangements vary from the daily routine.
- Children will not be released to individuals without proper photo identification and parent/guardian authorization.

Controlled Building Access

All exterior doors remain locked during school hours.

Each parent or guardian will receive an individual credential for our secure entry system. Access is issued via a time-sensitive email link and activated through a mobile app. Each parent or guardian must use a separate email address.

Emergency contacts or alternate pick-up individuals may gain entry by ringing the designated doorbell and must be prepared to show photo identification. All entry points are equipped with cameras and two-way communication systems to assist Administration in verifying access.

For the safety of our students and staff:

- Do not allow anyone you do not personally know to enter the building or Preschool hallway with you.
- Do not hold doors open for others.
- Ensure all doors fully close behind you.

Anyone on campus grounds should be prepared to show picture identification upon request.

Safety Drills & Emergency Procedures

Fire drills, severe weather drills, SIDS drills, and other emergency preparedness exercises are conducted routinely. These practices ensure that staff and students are prepared to respond calmly and efficiently during an actual emergency.

During a real emergency:

- Staff will prioritize student safety and supervision.
- Phone calls may not be answered immediately.
- Parents will be contacted as soon as safely possible.
- Families are expected to pick up their child as soon as it is safe to do so.

Visitor Procedures

All visitors must:

- Sign in at the school office, documenting the purpose and duration of their visit.
- Have prior approval before entering student areas.
- Be prepared to show photo identification upon request.

The school hosts monthly tours for prospective families and partners with local colleges, universities, and community specialists. All guests must log their visit and remain under supervision while on campus.

Visitors are never left alone with students unless parents have provided specific written consent for specialist services. Tour groups are always supervised by a school administrator or designated office staff member.

School Closings & Inclement Weather:

Closings: Friendly Avenue Christian Preschool is closed for Holidays throughout the school year. We provide a school calendar at registration each year to let you know what holidays we are observing and how we will observe them. We are also closed for 4 Professional/ In-Service Days per year: Two between summer camp and the school year, one between the school year and Summer camp, and on the Martin Luther King Holiday.

Inclement Weather: For the most part, we follow the Guilford County School Schedule regarding Inclement Weather Days. We do our best to make a safe and informed decision as soon as possible to allow families time to prepare for closings. Please refer to News 2 or Fox 8, our facebook page, Procure or your email. *Please note: According to Environmental Health laws if we do not have power we cannot open for business.* Our goal in closing would be to keep staff and children safe. While it is our sincere desire to provide a service for working families, we will never put the staff or students in jeopardy to do so.

School Clothes & Shoes: Our students are active learners. They need to be dressed daily for active, messy indoor and outdoor play and activities. Please select clothing that is easy for children to fasten, button, zip etc. Multiple changes of full clothing are needed at school daily i.e. shirts, pants/shorts, socks, underwear, shoes, jackets/coats, hats, gloves, boots. We encourage children to keep rain gear and boots in their cubby as children will typically go outdoors in all weather.

For the student's safety, flip flops, shoes without a back strap and shoes with slick soles are not permitted outdoors. Sneakers and socks are the recommended footwear for outdoor activities. Clothing should be devoid of strings, belts or other items that might create a hanging or choking hazard. Students are provided a school bag and cubby to keep their changes of clothing.

Please ensure your child is dressed for the weather of the day. Our students spend a significant amount of time outdoors in all seasons. Please ensure that your child is equipped with rain/snow boots/umbrellas, coats or jackets, mittens or gloves, hats, sunscreen, etc. as the weather and seasons change. Our motto is as follows: "There is no bad weather, just inappropriate clothing." Also note that your child will be actively involved with hands-on learning during their days here at FACP. Please do not send your child to school in clothing that would limit their learning experiences. Paint, markers, experiments, mud and gardening are a part of your child's every day learning experiences here at FACP.

Personal Belongings: Young children are learning to “take turns” but find it difficult to “share” at times. It is especially difficult for them to “share” personal belongings. We ask that children not bring these items into school, except on designated “Show & Tell” days. On those days, we strongly encourage children to bring in items that will be easily stored in their cubbies. No weapons or toys that represent weapons or promote aggressive behavior will be permitted. Electronic devices are not permitted. Please ensure that your child does not bring expensive, fragile or rare items to school that would be difficult to replace.

Healthy Habits

Meals & Snacks: Friendly Avenue Christian Preschool strongly believes that a child’s health significantly impacts their ability to learn and develop. We are committed to partnering with families and community professionals to ensure that young children benefit from nutritious meals and snacks and nutrition education; exposure to gardening and learning the source of “real foods” (fresh fruits and vegetables); quality time outdoors to move and explore, learn and discover and value the outdoor world. We believe it is imperative to a young child’s development to have significant blocks of time in play. We support the value of outdoor play and understand the significant impact that play has on a developing child’s future success. We participate in the *REACH* program which is a statewide initiative to reduce the health risks of childhood obesity. Through this initiative, staff are trained in strategies to support healthy programs and practices for young children.

FACP places a high value and importance on providing children high quality, healthy meals and snacks (low fat, multigrain, low fat dairy, lean meats, colorful fruits and vegetables with no added fats or sweeteners). We are committed to using fresh local produce when possible. We strive to network with local farmers to provide high quality produce for our children to enjoy. FACP also has classroom gardens where children plant, nurture and harvest produce in 3 seasons of the year. Children will enjoy the fruits of their labor for taste testing, snacks and learning activities. Staff will provide both planned and informal developmentally appropriate gardening and nutrition education for students. Our hope is that students have a wide variety of experiences and exposure to fresh produce and learn the source of produce through hands-on learning opportunities. FACP will plan and execute activities and provide resources to help connect families to local foods.

Students are provided nutritious, well-balanced meals and snacks daily. Monthly menus are provided. Copies are available in the school office for home use. Please do not send supplemental foods to the school without Administrative Approval. **Outside food**

should not be in the classroom. Please check your child(ren) bags to ensure that the contents are appropriate for school/group care.

Students will receive a morning snack, lunch, and an afternoon snack. If your child has dietary restrictions, please consult with the School Administrator. Supplemental meals must closely match the meals served by the school. Please note: We are a PEANUT FREE ENVIRONMENT. Please do not send supplemental meals and snacks with peanut warning labels. They will not be served and will be discarded. If a child has consumed peanut butter or peanut products prior to school, please ensure that he/she has washed their hands thoroughly and has no traces of peanut residue. This will ensure the safety of children with extreme allergies to peanuts.

Infant families must provide bottles with caps. Bottles and caps must be labeled with the child's name and the day's date. Supplemental infant or starter foods must meet NC requirements and be labeled with the child's name and day's date. Consult the Infant Environment for more details. Meal plans for infants must be completed by families as required by the NCDCEE.

Birthdays & Holiday Celebrations: On your child's birthday, you can coordinate a classroom celebration for your child. Please consult with your child's teacher in advance and request a copy of our Celebration Policy which will include important information and a list of approved foods for celebrations. At FACP we strive to ensure children receive healthy meals and snack options even for Celebrations. Our philosophy is "We do not need added calories in order to celebrate!" As an Early Learning Environment, we believe one of our roles is to equip families with the tools they need for success.

All foods served must be fresh fruits/ vegetables or foods with an approved food label from an approved certified kitchen. Also note that we are a PEANUT FREE ENVIRONMENT so no product will be served with a nut warning label. Please read labels carefully as products with Peanut Warning Labels will not be served.

Celebrations are held at either morning or afternoon snack times. Please schedule these with our child's teacher.

From time to time families wish to invite school friends to Birthday Parties outside the school celebration. We ask that parents be mindful of the feelings of our students and if only select students are to be invited this be done outside the school. If all students are invited, invitations can be placed in the child's individual folders outside their classroom. Address and phone numbers of individual students will not be provided by the school. If you wish to request private information from other families we suggest that you approach the parent so they can respond as they deem appropriate.

Holiday Celebrations: Your child's classroom may participate in holiday celebrations throughout the year. We ask that all families become familiar with our Celebration Policy. Only healthy meals and snacks are served in this facility. Families are encouraged to provide celebration snacks that are healthy and fun for children. Please refer to our policy prior to bringing supplemental snacks for celebrations. Absolutely no foods will be served that contain nut warning labels, have a high sugar content or are made in a kitchen without an approved ingredient label provided. If you are unsure, please ask before you purchase and bring things for the class.

SHAPE NC – Developing “Nature Friendly Kids”

The school was chosen as a Model Early Learning Site for Guilford County for the Shape NC Project. Shape NC worked in conjunction with the NC Partnership for Children, Be Active Kids and the Natural Learning Initiative at NC State University. The project was sponsored by Blue Cross Blue Shield to combat the rising concerns of Childhood Obesity and the overall declining health of today's young child. The objectives are threefold:

1. Provide nutritious meals and snacks to young children and increase children's and families awareness of the importance of healthy food selections.
2. Provide at least 120 minutes of vigorous daily activities for children. Limiting sedentary times to short intervals and limiting screen time in the classroom. Providing educational experiences & resources to help children, families and staff know the importance of being active and physically fit.
3. Enhance the child's Outdoor Learning Environment (OLE) to include children's gardens, increase natural materials, and provide environmental educational activities that are developmentally appropriate for young children to enhance their natural tendencies to explore and investigate the world around them.

We are excited about the positive transformation that has occurred in our school and the lives of our children as a result of this project. While SHAPE NC is no longer a community partner, our enhanced standards are now recognized by REACH.

REACH (Recognizing ECE's Advancing Children's Healthy Habits): Reach was developed by Wake County Smart Start in conjunction with Go NAPSACC and the NC Farm to ECE Initiative. Both Go NAPSACC and NC Farm to ECE Initiative are community partners that we work with to set our children up for a healthy foundation!

We are constantly in need of volunteers and donated materials to maintain our enhanced standards. We encourage families to partner with us to improve the OLE and their child's future. We encourage families to recommend healthy recipes, physical

activities, an aid in planting and maintaining our gardens. We have frequent family planting events and maintenance parties.

Breastfeeding Support Policy

Friendly Avenue Christian Preschool welcomes and supports breastfeeding mothers. We acknowledge the significant, positive impact that breastfeeding has on a child's health and development, as well as that of the mother. FACP is committed to providing for your needs and your child's needs and are here to support your efforts to breastfeed your child.

Our goal is to ensure that all breastfeeding families have the support they need to continue breastfeeding as working mothers return to work for as long as the family determines. We support the benefits of exclusively breastfeeding for the first six months of life as the best possible healthy start for a young child based on the recommendation of the American Academy of Pediatrics (AAP). Beyond the first six months the AAP recommends continuing breastfeeding when solid foods are introduced through two years or more, if mom and baby desire.

Resources and information are made available to families during the initial school tour and prior to enrollment and upon arrival to the program. New infant families are encouraged to meet with the Infant team individually prior to enrollment to facilitate a strong relationship between the home and school.

It is important that all breastfeeding families have the support they need to continue breastfeeding while their child(ren) attend our school. Staff will receive orientation when hired and on-going professional development training about the risks and benefits of infant feeding choices, ways to support breastfeeding families, appropriate storage, labeling, and feeding of human milk, and the process for family feedback.

Breastfeeding Procedures and Practices:

We demonstrate our commitment to breastfeeding by:

- Discuss breastfeeding with potential families and share materials that support breastfeeding.
- Training our staff to promote and support optimal infant and young child feeding. Our staff is trained in proper storage and handling of human milk, developmentally appropriate feeding practices, and the risks/benefits of different infant feeding choices.

- Providing learning and play opportunities which normalize breastfeeding for children. Our center has children's books and learning materials that depict the nursing moms and their babies of both humans (books) and animals (stuffed toys).
- Insuring proper storage and labeling of milk and food for child care center usage.
- Providing an environment where mothers can comfortably feed their child or express their milk for future feedings.
- Support breastfeeding employees.
- Developing a Feeding Plan that supports best feeding practices with each family. This includes feeding on demand and responding to the child's cue rather than feeding on a set schedule, and developmentally appropriate introduction of complementary foods.
- Updating and learning ways to support parents in the protection, promotion and support of their breastfeeding journey. We have materials on hand for your information and support. Staff members receive orientation as they begin employment and continuing education training each year on human milk and breastfeeding so we are equipped and ready to support you and your child.

Providing Bottles, Meals & Snacks:

The family will provide each infant child with the bottles they need for the day. All bottles will be:

- Labeled with the child's name and date of the day clearly labeled on both the bottle and the cap.
- Ready to serve or warm and serve. The staff is not responsible for filling and making bottles.
- Transported in a cooled and insulated container to school. You will be given information on the Guidelines for Child Care Facilities Human Milk Storage upon enrollment for your reference.
- Given to the classroom staff upon arrival to be placed in the appropriate storage area. Please know that we have ample classroom refrigerated storage for your infant's daily food supply.
- Taken home with the child at the end of the day. Please note that unused bottles left at the end of the day will need to be emptied and rinsed.

Breastfeeding & Expressing Milk during the School Day:

For your privacy and convenience, we have a New Mother's Room located near the Jefferson entrance. There you will find comfortable seating, an outlet, multiple lighting

options, breastfeeding supports (boppy and covers), reading materials and more. There is also an attached bathroom. We ask that you lock the door and utilize the nursing/expressing in progress sign for the doorknob.

For mothers who would prefer to breastfeed in the classroom, we have a portable screen and two comfortable glider rockers on the sleep side of the room.

Additionally, we have benches outside for our nature friendly moms!

Finally, the church has graciously offered us the use of their New Mother's Room located beyond the school hallway, to the left before you reach the Multipurpose Room.

FACP Breastfeeding Staff:

Staff who are breastfeeding are provided flexible break times and a scheduled lunch time where they can breastfeed their child or express milk for future feedings. Some flexibility can be afforded to moms who are breastfeeding so please discuss your needs with the Preschool Director.

Benefits of breastfeeding:

For your child:

- Reduces the risk of asthma
- Reduces the risk of Type 2 Diabetes
- Reduces the risk of Sudden Infant Death Syndrome (SIDS)
- Reduces the risk of ear infections
- Reduces the risk of diarrhea or vomiting
- Less likely to develop Crohn's disease and cancer
- Tendency to have less colic

For a nursing mother:

- Reduces the risk of developing breast or ovarian cancer
- Develops strong bonds between mother and child important for the child's social and emotional health
- More likely to recover faster from labor and delivery
- Overall cost savings
- Decreased absenteeism at work and school

ETC

SIDS and Safe Sleep Practices: Our school abides by the Safe Sleep Practices and SIDS prevention methods recommended by NCDCEE and our local health department. Posted practices are accessible in the Infant Environment. We encourage families of children less than 1 year of age to practice Safe Sleeping Habits at home: BACK TO SLEEP Policies and recommendations available for families. Safe Sleep Waivers must be signed for children to assume other sleep positions in accordance with NCDCEE requirements.

All Infant Environment staff are trained in SIDS and recertified every 3 years.

Staff CPR and First Aid: Staff are trained in CPR and First Aid in accordance with the NCDCEE requirements. We do not recommend or distribute Band-Aids. Band-Aids are a MAJOR SAFETY CONCERN. We use gauze and surgical tape when necessary.

Staff Training and Professional Development: Staff are required by law to receive continuing education and professional development yearly. Our staff have a variety of professional development opportunities available to them yearly through workshops, professional conferences, training events, on-line courses and training modules and college coursework.

Guidance and Discipline: Parents receive a copy of our Discipline Policy upon enrollment. Parents are kept informed of their child's behavior through staff communications, written notes, phone calls and conferences. When the established steps of *Conscious Discipline* and other proven child guidance strategies are not effective parents will be required to consult with the school and develop an Action Plan to address the concerning behaviors. Friendly Avenue Christian Preschool may not always be the right placement for every child. We reserve the right to recommend a different placement for a child after careful study and intervention strategies determine that we cannot meet the needs of the child or that the needs of the children in the classroom are being compromised. The safety and well being of individual children as well as the entire school are our primary concern.

Our trained staff practices the strategies of *Conscious Discipline* as our primary behavioral guidance system. We encourage you to research the principals, goals and strategies of *Conscious Discipline* for your home use as well as we believe children thrive when expectations are consistent and appropriate. Many helpful YouTube videos are accessible by searching *Conscious Discipline by Dr. Becky Bailey*. Additional resources are available in our school office for family use. Classrooms are set up with Safe Spaces and other self-regulation strategies are available in classrooms for children

to use. Classroom rituals and effective communication strategies are routinely taught, encouraged and practiced. Our trained staff offer loving guidance and clearly defined classroom rules to help children experience successful behavior management. Calming strategies and self-regulation skills are taught to children and reinforced routinely. We firmly believe there are not “bad children” just inappropriate choices and decisions made by children. We strive to affirm the unique, God given qualities of each child and teach mutual respect for each other and our surroundings. Classrooms are often referred to as a child’s “School Family” and children receive classroom jobs and responsibilities that are developmentally & individually appropriate for each child.

RESOURCES

School Facebook Page: We add frequent posts to help the social savvy families updated on the life of the school. Parents provide signed permission for children to be posted on the site. This is a great way to keep up on what is happening at FACP!

Community Resources: We have many agencies that work in conjunction with FACP to advise, counsel, and direct our staff and families. If you would like to know more, speak with the school administrator.

Friendly Avenue Baptist Church: FACP is an outreach ministry of Friendly Avenue Baptist Church. The church encourages FACP families to participate in worship, Sunday School, FABC Kids, Music Ministry and other special events in the life of the church. FABC believes that partnering with the parents is vital, so please feel free to meet with any of the ministerial staff at any time.

Office Support: Our office staff are here to assist you through the enrollment process and while your child is enrolled here at Friendly Ave Christian Preschool. Our office staff are as follows:

Nikki McNair – School Director Email: nmcnair@friendlyavenue.com

Laura Clontz - Children & Family Ministries Director Email: lclontz@friendlyavenue.com

Miki Derrico – Office Manager Email: facs@friendlyavenue.com

Laurie Knight - Administrative Assistant Email: lknight@friendlyavenue.com

We look forward to partnering with your family in the year ahead! Please let us know how we can come alongside your family during your time here at Friendly Avenue Christian Preschool and beyond. Welcome to Friendly Avenue Christian Preschool!