



Dear Parent,

Welcome to the Weekday Early Education program at Collierville First Baptist Church. We know that there are many preschool options in our “little” town, and we are so thankful that you have chosen our program for your child. You will find this to be a special place where your child will be cared for, prayed over and loved. Our hearts desire is that in the time that your child is with us that he or she would truly “grow in the grace and knowledge of our Lord and Savior Jesus Christ” (2 Peter 3:18) as they learn, play, interact and have fun!

In this handbook you will find important information about our program and a look into our daily schedule. Please be sure to review and familiarize yourself with what we do here. We want to partner with you in every aspect to provide a wonderful preschool experience! Please feel free to reach out to us as any time with any questions or concerns that you might have. And again, thank you for sharing your child with us. We can’t wait to see what lies ahead...we’ll see you in August!

Blessings,

***Steffeny Sheals***

Director of Weekday Early Education (WEE)  
Collierville First Baptist Church  
(901) 312-3452  
ssheals@cfcfamily.org

## Table of Contents

Mission Statement.....	3
Basic Information .....	3
Abuse and/or Neglect.....	4
Arrival .....	4
Departure & Late Pick Up.....	5
Birthdays .....	5
Class Structure.....	6
Clothing .....	6
Potty Training Policy.....	6
Communication: .....	7
Curriculum .....	7
Custody Concerns.....	9
Dismissal Policy .....	9
Health & Safety Policy .....	9
Inclement Weather Policy.....	10
Lunch .....	10
Non-Discrimination Policy .....	11
Parking .....	11
Registration .....	11
Schedule .....	11
Supplies .....	12
Tuition & Fees .....	13
Withdraw Policy.....	13

## **Mission Statement**

***“Collierville First Baptist Church exists to glorify God by totally committing ourselves to Jesus Christ and to the explosive growth of His kingdom!”***

The Weekday Early Education program (WEE) is a special part of Collierville First Baptist Church’s preschool ministry. So much growth and development takes place in the earliest stages of life! It is our desire to come alongside parents and families to support and encourage the spiritual, emotional, physical, and academic growth of their preschool-aged children. We hope to accomplish this by creating a safe, structured, creative, loving, God-centered environment that provides a variety of experiences that promote learning – and FUN!

## **Basic Information**

The Weekday Early Education (WEE) program is for children who will be one year old by August 16<sup>th</sup> through Pre-K (ages 4 and 5 years old).

### Program Structure

- The Weekday Early Education program is a nonprofit but self-supporting program of Collierville First Baptist Church which operates solely on tuition revenues.

### General Information

- Preschool Office Hours are 8:00 – 4:30 (Monday – Thursday).
- Preschool Hours are 9:30 – 2:30 (Tuesday & Thursday.)
- All classes have outside recess daily, weather permitting. The TN Department of Education requirements allow outside play when the wind and heat index is between 32-95 degrees F.
- The gym/playroom is available for indoor recess when weather prohibits recess outdoors.
- Each class has a daily routine. Routines influence a child’s emotional, cognitive and social development. Children feel secure and understand expectations when a routine is in place.
- Rest time for 2-year-old Pre-K through 4- 5 Pre-Kindergarten is a TN Department of Education requirement. Children will rest quietly on a mat, which you will provide. If your child has a favorite stuffed animal or blanket that he likes at naptime, he/she is welcome to bring it. Please label these special items with your child’s name.

## **Abuse and/or Neglect**

- Our WEE Staff receives training in the area of child abuse and neglect each year presented by the Ministry Safe organization. Each teacher is required to complete the training as well as test with a passing score.
- Any teacher/childcare worker who suspects child abuse, neglect, etc. is required by state law to report it to the Department of Human Services.
- If you suspect child abuse or neglect, contact the TN Department of Children's Services at 877-237-0004.

## **Special Notice:**

**In the instance of global and community events, such as COVID-19, alternate protocols have been put in place for additional safety measures. These special protocols will be handed out to parents as needed and updated throughout the school year as policies and procedures need to be changed.**

## **Arrival**

- Classes meet from 9:30 am – 2:30pm on Tuesday and Thursday.
- The doors to the preschool lobby will be opened at 9:20am. The doors to the preschool hallway will be unlocked at 9:25am and classes begin promptly at 9:30am.
- Please be prompt as the teachers are not able to repeat activities and/or instructions. Late arrivals are disruptive to the class.

## **Check-In**

- As you near the preschool area, you will find 2 tables outside the doors.
- Here, you will find **PRE-PRINTED** name tags/security tags for your child organized by class/teachers.
- Immediately place the first name tag sticker on your child before entering the preschool doors.
- Proceed through the preschool doors to your child's classroom.
- Place all your child's belongings under their nametag in the hallway outside of their classroom.

- Once at the classroom door, you will be greeted by the classroom teacher or assistant teacher. Please hand them the 2<sup>nd</sup> name sticker.
- Arrival time can be an anxious time for some children (and some parents, too). Tell your child you will be back, say your goodbyes and leave your child with the teacher at the classroom door. Brief cheerful goodbyes are less stressful. After dropping your child off, please leave the area since it may be upsetting to your child if he/she sees you.
- If you have any concerns, come to the office, we will be happy to check on your child. You may call the preschool office at 901-312-3472 during the day if you would like to know how your child is doing.

### **Departure & Late Pick Up**

- The teacher's main responsibility is to ensure that each child leaves with the appropriate person and pick-up labels are checked. For this reason, we ask that you refrain from entering the classroom.
- Each child will be brought to the classroom door as their designated pick-up person arrives.
  - When you get to your child's classroom door, please give the security tag to the teacher so it can be matched with your child's information.
  - The child may then walk out the door to their parent or guardian.
- Pick-up time can be confusing, and the teachers must focus on the children. Please remember, the teachers do not have time to engage in a lengthy conversation during pick-up. Please ask the teacher to call you with any concerns or questions.
- School ends promptly at 2:30.
- In the event you are late, a charge of \$20 will be added for the first fifteen minutes (2:30 – 2:45). An additional \$5.00 charge for each additional five minutes will be incurred. The late pick-up fee will be added to your next month's tuition.

### **Birthdays**

- Birthdays are special to your child and to us. Please let his/her teacher know if you would like to make special plans for the class on our child's birthday.
- If you choose to bring a snack, they must be store-bought and individually packaged.

## **Class Structure**

- Children are divided into classes based on their age as of August 16<sup>th</sup> each year.
- With the agreement of the parents and director, a child can be placed with a younger age group when it is deemed to be in the best interest of the child. The decision is based on the development of the child.
- All staff works under the leadership of the Director of Preschool, as well as the Director of Weekday Early Education (WEE).
- Each class has a lead teacher and an assistant teacher.
- The maximum number of children in each age group is:

Ones – 8 children  
Twos – 10 children  
Threes – 12 children  
Fours – 13 children

## **Clothing**

- Learning can be messy, please dress your child appropriately and in comfortable clothing.
- Please make sure the clothing worn does not interfere with your child's ability to be independent and to take care of personal needs. Belts, straps, etc. can be challenging.
- Each child must have an extra change of season appropriate clothing in their backpack in the event of an emergency.

## **Potty Training Policy**

We do require that children who participate in our 3-year-old, 4-year-old, and transitional 5-year-old classrooms be potty-trained. This includes being able to sit or stand to urinate, being able to manage their own clothing to pull them up or down, being able to wipe themselves after a bowel movement and being able to control their bowels while awake and asleep. We do not have changing tables in these older classrooms making it difficult to change your child out of soiled clothing. We are understanding of accidents that may occur from time to time (a child will never be shamed for an accident); however, these classroom schedules and environments are not conducive to potty-training, pull-up or diaper changing. If there is a special circumstance or medical diagnosis, please communicate with the Director of WEE as soon as possible.

## **Communication:**

Preschool Office Phone:  
Darlene Stroud, Director of Preschool:  
Steffeny Sheals, Director of WEE:

(901) 312-3472  
[dstroud@cfcfamily.org](mailto:dstroud@cfcfamily.org)  
[ssheals@cfcfamily.org](mailto:ssheals@cfcfamily.org)

- A monthly parent page for WEE-wide communication, activities, events and reminders will be given out the first day of each month.
- A calendar is sent home monthly from your child's classroom teacher with class reminders and learning schedule. Teachers will also utilize a class texting app, such as "GroupMe" to communicate, send reminders, and share class photos.
- WEE Facebook page (Closed Group/ Invite Only) that will be used for quick communication, sharing of photos reminders, and special events for our families.

## **Curriculum**

One of our goals is to provide a Christian-based curriculum geared towards the special needs and readiness of each age group. A monthly calendar is provided to each parent which includes WEE-wide themes, skills, concepts, shapes, colors, numbers, letters and Bible stories that will be presented each month.

Activities include reading readiness, introductory to math, gross and fine motor skills, character development, seasonal celebrations, self-care, manners, visual perception, music and art.

We believe that young children learn best using ALL of their God-given senses! It is for this reason that we have incorporated a variety of activities each day. (i.e., hands on/tactile activities, movement, reading real books, singing, music, arts and crafts, as well as worksheets from time to time (particularly in our 3 and 4 year old classes).

Each age group builds upon the skills previously taught. Below you will find a "snapshot" of each age group and what they are learning:

### Ones

Introduction to books, Bible stories, songs and rhymes, animals and sounds, simple sign language (language development/communication), learning their name, colors, shapes, and parts of their body.

### Twos

Introduction to the alphabet, counting to ten, recognizing their name, learning through songs, play and rhyme, animals and sounds, colors and shapes.

### Threes

Introduction and recognition of letters (uppercase and lowercase) as well as their sounds. Recognizing and writing their name. Counting and recognizing numbers 1-15, simple science and community helpers.

### Fours

Kindergarten readiness: Recognition of letters and sounds, as well as the ability to write both upper and lower-case letters. (***Learning Without Tears*** curriculum - this award-winning curriculum offers multisensory strategies and materials to teach pencil grip, letter formation and literacy skills needed for handwriting). Thematic units, centers, math skills: counting, recognizing and writing numbers up to 25. Simple science and community helpers. Days of the week and months of the year will also be learned.

### PK5

This class is designed for children whose parents are waiting an extra year before starting Kindergarten and may include children who turn five during the fall months. The foundation will be an extension of our 4-year-old curriculum. Curriculum will be supplemented based on the educational and developmental needs of the class. The Director of Weekday will work closely with the classroom teachers to develop a Kindergarten Readiness plan each year which coincides with state standards. The class structure will be the same as a fours class: small group work, centers, thematic units, etc...

### Music

All age-groups participate in a special music class each day. Here, they explore a variety of instruments, sounds, music and movement that coincide with the monthly WEE themes. Children participate in 2 musical programs each year. One at Christmas and the other in the Spring.

### Chapel

All age-groups will participate in a special Chapel service each week. They will have the opportunity to sing songs of praise, learn special Truths for “little hearts” from God’s Word, and they will pray together. Chapel will be led by various pastoral staff members of Collierville Baptist Church, as well as the Director of Preschool.



## **Custody Concerns**

- In the event only one parent has custody, or the child has a designated legal guardian, a copy of the court order must be turned in to the preschool director.
- Children will only be released to those individuals named in the court order.

## **Dismissal Policy**

- It is our desire for every child to have a successful preschool experience.
- The director of the preschool will work diligently with the teachers and parents to address any behavior issues.
- First Baptist Church Weekday Early Education reserves the right to remove any child from the program who is destructive, harmful to others, or refusing to cooperate.

## **Health & Safety Policy**

- Each child must have a current Tennessee Department of Health Immunization certificate signed by a licensed physician on file in the Weekday Preschool Office before he/she enters the program.
- The staff is not authorized to administer any type of medication to children. NEVER send any type of medication to school in your child's backpack (including epi-pens). Backpacks are left in the hall and therefore are accessible to others. Epi-pens must be handed directly to the teacher, in order to be put in their designated place by the classroom door. Collierville First Baptist Church/WEE is not responsible for Epi-pens which are not picked up at the end of the day.
- For children with a chronic runny nose associated with allergies, a note is required from the pediatrician to be kept in your child's file.
- If a child becomes ill, parents/legal guardian will be contacted immediately. If we are unable to reach the parent/guardian, the emergency contact will be called. Please be sure contact information is kept up to date in the preschool office.
- In order to protect the children in our preschool program, parents are not to bring a child when any of the following exist:
  - Any COVID-19 related symptom
  - Fever- within 24 hours of school
  - Any symptoms of chicken pox, mumps, whooping cough
  - Vomiting and/or diarrhea (for any reason within 24 hours)
  - Common cold/cough/runny nose (any discolored discharge)
  - Sore throat, croup, thrush

- Any unexplained rash or skin infections
  - Pink eye or other eye infections
  - ...anything that would make the child uncomfortable and unable to fully participate in the school day.
- If a child appears to be ill, the director reserves the right to require a doctor's statement before admitting the child to class.
  - When a child is absent more than one day, please notify the office. If you know in advance that your child will be out, please inform the teacher.

### **Inclement Weather Policy**

- We follow the Collierville School schedule.
- If schools are closed due to a holiday or inclement weather, our program is closed.
- If bad weather develops during the school day, please check the news for announcements regarding closures. If Collierville Schools close early, we will close at the same time as the elementary schools.

**CAUTION:** In the event our program is open after we have had freezing precipitation and ice remains visible on the portico (roof), please do not park in the north parking lot (Byhalia Road). Please park on the south side (Powell Road) parking lot if there is frozen/melting ice on the roof or in the parking lot. Falling ice is a hazard and can cause serious injury.

### **Lunch**

- Children will need to bring a snack and a lunch.
- The snack must be in a sack, labeled with the child's name, classroom and "Snack".
- Lunch boxes need to be labeled with your child's name.
- We do not microwave, heat or refrigerate snacks or lunches.

## Non-Discrimination Policy

Collierville First Baptist Weekday Early Education admits children of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, and other school administrated programs.

## Parking

- For the safety of others, please refrain from using your cellphone while driving/parking in the parking lot.
- Please do not park under the portico or along the sidewalk adjacent to the building.

## Registration

- Registration for the next school year starts in mid-January/ early February.
- All required forms and fees (registration/last month-May tuition/key card) must be paid in order for a child to be considered enrolled.
- Enrollment does not automatically carry over from one year to the next. Every child must register yearly in order to be enrolled each school year.
- An immunization form must be obtained from the pediatrician's office and/or the Health Department and **MUST** be turned in with the registration papers.
- No child will be permitted to start school without an immunization record on file.

## Schedule

- Classes meet on Tuesday and Thursday from 9:30am – 2:30pm.
- Mandatory parent meeting: mid-August at 7pm.
- Meet the teacher: (mid-August)  
Families will be assigned a "Meet the Teacher" time at 10:00am or 11:00am.
- First day of class: end of August

- The remainder of the year will usually coincide with Collierville Schools holiday schedules, unless otherwise indicated.

## **Supplies**

- All items brought to school must be labeled with the child's name. This includes items such as lunchboxes, sweaters, coats, blankets, rest mats, towels, extra clothing, bottles, pacifiers, diaper bags, etc.
- All liquids must be in non-breakable containers to prevent injury.
- Please do not send jewelry, gum or candy to preschool.
- Toys should not be sent to preschool with your child, except for Show and Tell.
- Daily Supply List for the Ones and Twos  
Diaper bag (labeled) must include:
  - Baby wipes
  - Disposable diapers (Minimum of 6)
  - Extra change of clothing
  - Kindermat (1 inch four-fold vinyl mat) plus bedding
  - Plastic spill proof cup
  - Security items: pacifier, blanket, etc.
- Threes and Fours and PK5
  - Kindermat (1 inch four-fold vinyl mat) plus bedding
  - Plastic spill proof cup or water bottle

\*\* teachers may request special items throughout the year, but those will be communicated on class calendars and over GroupMe \*\*

## **Tuition & Fees**

- Tuition is paid September through May.
- Tuition is divided into 9 equal payments with the final payment (May) being paid at registration.
- The remaining 8 payments are due on the first day of each month, September through April. Payments are not considered late until after the 15<sup>th</sup> of the month.
- Tuition paid after the 15<sup>th</sup> of the month will incur a \$ 10.00 late fee charged to your account.
- There is a \$ 36 return check fee.
- A monthly billing statement will be sent home with your child on the last day prior to the month the tuition is due. Any questions regarding your monthly invoice should be directed to Steffeny Sheals in the preschool office.
- If payment is not received by the end of the month, your child will not be allowed to attend our program until the financial obligation is met or a payment arrangement is made with the preschool office.
- If your child is absent for any reason during the month due to sickness or vacation, there is no refund.
- Tuition may be paid by exact cash , check or online. Please note: debit and credit cards payments can be paid online for tuition only on [www.cfbcfamily.org/preschool/wee/](http://www.cfbcfamily.org/preschool/wee/). There will be a transaction fee applied to online payments.
- Cash payments must be EXACT and turned in to the preschool office and a receipt will be written.
- Checks payable to WEE may be mailed to the church, turned in at the preschool office or church office. Please write your child's first and last name on the memo line.

## **Withdraw Policy**

- If you withdraw your child after school starts and prior to February, the prepaid May tuition can be moved to cover the last month that the child is enrolled. If you withdraw your child after February, the prepaid May tuition will not be refunded or applied to another month.
- If you withdraw your child prior to the beginning of school, the registration fee, last month's tuition and key card/tag fee will not be refunded.

