

# FBCS PRESCHOOL

*Parent Handbook 2022-2023*

*First Baptist Christian School*



*First Baptist Christian School*

*920 Crewe Road*

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**Grand Cayman | Cayman Islands**

*A Ministry of First Baptist Church of Grand Cayman*

**FBCS Pre-school**  
**A Center for Excellence**

**Mission Statement**

The mission of the FBCS Preschool is to provide every child with an excellent academic foundation in a Christ-centered environment, which meets the educational, physical and spiritual needs of each individual.

**Our Philosophy**

**Our Promise to you ...**

- Safe and secure place for learning and growing
- Strong, loving, consistent teachers & caregivers
- Social interaction and healthy friendships
- Supportive, nurturing, child-friendly school Communities
- Spiritual values leading to sound decision making
- Solid Christian education molding the whole child
- Self-expression through music, dance, drama and other arts

**"Protect your children, guard their hearts!"**

Please Check below & Return to FBCS :

\*\* I have received and read the hand book.  
And agree to abide by the policies.

\*\* I willingly sign this form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please Print Name:

\_\_\_\_\_



**Detailed Information for FBCS Contact:**

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945-7906

**E-mail :** [fbcs@fbcs.edu.ky](mailto:fbcs@fbcs.edu.ky)

**Website:** [www.fbcs.edu.ky](http://www.fbcs.edu.ky)

**Facebook:** First Baptist Christian School



*Jesus said*

*"Let the little children come to me and do not hinder them for the kingdom of heaven belongs to such as these."  
Luke 18:16*

(Revised September 2020)

Dear Parents,

Thank you for choosing "FBCS Pre-school" for your child. FBCS is a Pre-school with teaching programs designed to develop the whole child physically, academically, emotionally and spiritually. Our trained staff are dedicated to provide the highest quality childcare. They approach their work in a loving and caring manner.

The FBCS Program provides opportunities for developing early literacy and numeracy skills, foster a love of learning, and a spirit of inquiry in our students.

We believe that Christian principles and values are essential in dealing with children and their needs. We want to support you as you fulfill your role as loving and responsible parents.

We know you will feel at home with our school community, and look forward to partnering with you in the education and care of your child.

Mrs. Janet Durksen  
**FBCS Principal**



## **Curriculum**

The curriculum is based on thematic units, and progresses sequentially. Children are introduced to early literacy learning through songs, stories, poems and books. Early numeracy concepts are enhanced using manipulatives. There is a steady increase in concept development as it applies to literacy, numeracy, and pre-writing. Children learn best through play and so our classrooms are set up in learning

centers such as: Art, Blocks, Books, Music, Home-Living, Science & Nature, Puzzles and Manipulatives. We encourage children to learn while having fun. Our curriculum follows the Cayman Islands Early Years Framework. All of our classes receive instruction in Physical Education with our PE Coach.

The Pre-Kindergarten class uses the EYFS and Virginia State Standards.

Children have the opportunity to use the school gym, attend chapel, play on the playground, and participate in a variety of events. Some of our fun events include: Sports Day, Outdoor Tea Party, Sidewalk Café, Literacy events, and concerts.

Each child is encouraged to develop skills through conversation, songs, stories, pictures, toys and games to grow and develop at his/her own rate. There is a steady increase in concept development as it applies to the Early Literacy, pre-writing & Early Numeracy. In addition, the curriculum of First Baptist is spiritually based, and the program reflects that emphasis.

## **Severe Weather Policies**

Radio Cayman will be the station to make announcements and we will adhere to their warnings and advisories.

In the event of severe weather conditions, the following procedures will be in effect:

- If the Cayman Islands Government announces the closing of schools due to poor weather conditions, the Preschool will also be closed.
- In the event a hurricane warning is issued during regular school hours, parents will be advised to pick up their children through emails or phone contact. The Preschool will then close as soon as all the children have left.

*The Staff wish to express their appreciation for your cooperation during severe weather advisories.*

## **How Parents Can Help Enrich the Program**

You can greatly help your child by being aware of the themes, and subject matter being covered. You may supplement our teaching by simply talking to your child. Asking him or her questions regarding the units of study or themes being presented by the teacher, is a good example. Point out items in the home that can be used in school. If the subject is particularly interesting to you and you feel you would like to participate in any of our classes, please contact the teacher. Your talents may be shared with us.

At First Baptist Christian School staff will use appropriate strategies to support and guide children to recognise, manage and learn from their behaviours and express their emotions in positive, non-threatening and productive ways. FBCS actively promotes the components listed above from the Education Regulations 2017 and encourages and praises positive, caring and polite behaviour at all times; ensuring that the environment is conducive to children learning to respect themselves, other people and their surroundings.

In accordance with the Education Regulations, 2017 Clause 43.(1) this policy promotes the development of:

- a healthy, strong and well-adjusted child;
- a child who is able to communicate effectively;
- a child who values their culture and that of others;
- a critical thinker and an independent learner;
- a child who is self-respecting, respects others and the environment; and
- a resilient child.

Parents, early childhood practitioners, early childhood centre management, and the wider community at FBCS have been informed of this policy, which outlines our expected standards in relation to appropriate and responsible support for children's behaviour.

Please see full policy for more information.

#### Suspected Cases of Child Abuse

It is now mandatory under the Cayman Island's Children Law 2012 that all suspected cases of child abuse be reported by a person/organization 'who by virtue of their employment or occupation...has responsibility to discharge a duty of care towards a child.' Part IIIA of the act states that the relevant authorities need to be notified, if:

- A. A person to whom this section applies has a reasonable suspicion that a child has been or is being abused or neglected; and
- B. The suspicion is formed in the course of the person's work, that person shall notify the Department of Children and Family Services of the suspicion as soon as practicable after he forms the suspicion.

## **FBCS Parent Handbook**

### **Admission Requirements**

1. Children must be 24 months or older to enter our preschool classes. Children enrolled in our Pre-K program must turn 5 by September 1 to be eligible for Kindergarten the following year.
2. Current medical reports and immunizations are required before the start of school.
3. All necessary forms are to be completed and returned to the office by the first day of school.
4. A current photograph (approx. 2" x 2") is needed for office files.
5. Proof of Health Insurance covering the child.
6. A copy of the picture page of the passport.
7. The non-refundable application fee, and
8. Tuition plus any additional fees required must be paid prior to start of school.
9. All applicants to our Three Year Old class must be potty trained to start the class.

### **Hours of Operation**

Monday - Friday: 7:30 am - 5:30 pm



### **Daily Routine & Requirements**

1. Please arrive on time for your program.
2. Long good-byes are hard on your child (and you), so do not linger. Give your child a big smile and a hug, then depart promptly. You may come to the office if you wish to wait.
3. If your child is having a hard time adjusting, we suggest you pick him/her up early and gradually increase the length of the stay. We welcome calls to the office to check on your child at any time.
4. Make sure your child is well. Teachers will check for any signs of illness or cuts and bruises at check in and out times. Please inform the teacher of any new development with your child.
5. At drop off please sign your child in with the time of arrival on the attendance sheet outside their classroom and sign them out at the end of the day. Please allow extra time for this procedure.
6. Comfortable clothing is suggested, such as shorts and T-shirts. Sneakers are required for P.E. No 'flip-flop' sandals are allowed. Sneakers are preferred. No jewelry or costly clothes. We discourage children from wearing long earrings for their own safety.

### **Things to Bring**



1. A complete change of clothing each day for your child. Put it in a zip-lock bag and clearly label with first and last name of the child.
2. Disposable pull-ups and wipes for your child (if needed).
3. A plastic paint smock (label with child's name).
4. Sleeping (accessories) bed, pillow

### **Preschool Discipline Policy**

#### **Introduction:**

Staff and parents are responsible for supporting children as they self-regulate and learn to self-manage in order to function in the world around them and develop respect for self, others and their environment. This behaviour policy lays out the legal framework and strategies for behaviour management based on best practice and research, for managing all behaviours, even those which are dangerous and when the child may require more intense intervention and support.

As per the Education Law, 2016 Clause 23:

Corporal punishment and acts which are cruel, inhumane or degrading to a child shall not be administered in any early childhood care and education centre.

Reasonable use of force is acceptable in an early childhood care and education centre for the purpose of preventing a child from doing, or continuing to cause danger, personal injury or death to, or damage to the property of, any person, including the relevant child, but use of force shall be necessary, reasonable and proportionate.

This "Behaviour Policy" focuses on the use of Positive Guidance, supporting self-regulation and self-management and collaboration between the centre staff, parents/guardians and other stakeholders when supporting the child's growth and development. Self-regulation refers to having appropriate control over emotional responses and showing resilience in responding to disappointment or conflict. Self-management refers to having the cognitive control needed for learning: being able to focus attention, persevere, plan, choose, and decide what to do next. Suspected child abuse and neglect is to be reported in line with the First Baptist Christian School Child Protection Reporting Child Abuse and Neglect Policy. Where an incident report is required FBCS will use our centre's established incident reporting procedure.

#### **Policy Statement:**

Children face many challenges throughout their lives, including learning acceptable behaviours and being able to regulate their own behaviours in different social and emotional environments, or when interacting with their peers or adults.

## **Behavioral Expectations**

In keeping with the philosophy of the WEE Care preschool to provide a safe, nurturing environment conducive to learning for our students and staff, we recognize that there may be disruptive behaviors that would hinder the learning process. We also recognize that any behavior that causes harm to self or others is likewise unacceptable and needs to be corrected. Should such unacceptable behavior keep occurring, a meeting with teacher, parents, and preschool administrator will take place to initiate a plan of action to correct the behavior. After a period of six weeks from the initiation of the plan, the expectation is that the behavior will be eliminated. Any time a severe behavioral infraction occurs, the child will be excused from the class until a meeting with the teacher, parents and administrator takes place to determine the appropriate plan of action for immediate elimination of the behavior. The child may be found to be not developmentally ready, and the Principal in consultation with the Board reserves the right to lovingly excuse the child from the program.

Please see our behavior policy for additional information



## **Snacks and Lunch**

All children will need to bring 2 nutritious snacks (am & pm). Lunch may be purchased monthly or daily for older children. Otherwise, parents will send a lunch including a drink. 100% juice or low fat milk, in keeping with our wellness policy, are our preferred beverage. Sodas or Gatorade are not recommended. Please label the lunch kit with the child's first and last name. If your child has known allergies to any food please tell the teacher and also note it on the enrolment form. Teachers should be aware of all health conditions that could result in an emergency situation (i.e. allergic reaction to foods).

## **Toys**

Children may bring a toy from home on their designated "show and tell" day only. No toy guns or weapons will be permitted. Parents may donate toys or money to buy toys for the classrooms. Check with the office before buying toys.

## **Early Arrival**

The Centre's operation hours begin at 7:30 am. If you arrive earlier, you may wait with your child in the gym. This is a great opportunity for you to play with or read a book to your child. This small act of playing can have a positive effect on your child's development as a confidence builder.



### Rest Time

Children in the full time program for 2-3 years will have a rest period after lunch (until 2:00pm). Your child will be encouraged to sleep, but they may sit quietly on the mat and read a book or do a

floor puzzle. Children will be provided with a sanitized rest mat to lay on.

### Dismissal

1. Please be prompt to pick up your child. Park in designated areas only.
2. After you have signed out your child for the school day, please escort your child from the grounds in a timely and safe manner.
3. Only persons designated on the pick up form will be allowed to pick up your child. Proper photo identification will be required on the first occasion. The School Office must be notified by note or phone call if you are unable to pick up your child and that you are giving permission for someone else to do so.
4. Please be prompt in picking up your child. A late pick-up fee is incurred at 12:30 pm and 5:30 pm. Thereafter a \$1:00 charge is applied to each minute. This fee maybe paid directly to the office or charged to your account. Parents will be asked to sign the late pick up sheet.

### Tuition

Monthly tuition is due on the 1<sup>st</sup> of each month. Payment after the 5<sup>th</sup> will incur a late fee of \$25.00. Fees are based on booked days not attendance, therefore parents are responsible for fees whether the child attends or not. This includes sick days, holidays and vacation time.

We accept payments by cheque, cash, or online banking at several local banks. Cheques are payable to **"First Baptist Christian School"**.

The Pre-school reserves the right, upon 60 days written notice to increase monthly tuition during the school term. In accordance with the expulsion policy, the Centre reserves the right to permanently remove a child at any time (after a reasonable time of working with the account holder on an agreeable payment schedule) for non-payment of tuition and fees.

A **Two Week Notice is Required** when a child **is to be Withdrawn** from the Pre-school. Otherwise parents are responsible for the following month's tuition.

If a child has been absent for more than two weeks without notification, we will assume that the child has been withdrawn and will proceed to register another child.



### **Holiday Programs, Recognitions and Birthdays**

All children will participate in a Christmas program scheduled for early December. All Pre-Kindergarten children will be involved in a recognition service in early June. The whole school will participate in this celebration.

If you wish to celebrate your child's birthday at school please follow these steps:

1. Give teachers ample notice of the day.
2. If you plan to provide lunch (i.e. pizza ,etc.) let the teacher know so she can inform parents and the kitchen so they do not bring or pay for lunch that day.
3. Cup cakes, ice cream cakes, pizza or sandwiches permitted. Keep it simple please.
4. Parents will need to supply plates, cups, napkins, forks, spoons, drink and party favors as needed. Clean up is your responsibility.
5. FBCS will pass out invitations to every child in the class. If your party will not include everyone in the class we will provide mailing addresses for those you wish to invite.

### **Student Records**

Current records will be kept on each child. Inform the office if your phone or emergency numbers change.

Give the name of your health insurance provider (s), numbers and government hospital docket number where applicable, in case of an emergency. You will be required to sign permission for the FBCS office staff to call emergency service in the event of an emergency involving your child.



### **Illness, Medication, Injuries, Emergencies**

1. Please do not send a sick child to school. Children found to be ill will have to be picked up immediately. Children with fevers, sore throats, swollen glands, severe or persistent coughs, skin rashes, sores, impetigo, red or inflamed eyes, discharges from ears or colored mucus from the nose, nausea or diarrhea will be excluded from attending the program. Please notify the office when your child is sick.
2. Make arrangements with a relative or friend for back up childcare. Should an emergency arise and contacts are unavailable an ambulance will be called.
3. Child must be symptom-free (non-medicated) from an illness for 24 hours before returning to the Centre.
4. Any child taking antibiotic must be on the medication at least 24 hours before returning to the program.
5. Chicken pox–exclusion at least 5 days after rash appears or until all wounds are scabbed over and dry.
6. Strep throat–exclusion for the first 24 hours of treatment with antibiotics and a note from the doctor.
7. Ringworm–while under treatment infected children will be excluded from activities, especially while lesions are present and fungus persists. Infected children must be treated with effective topical fungicide. With persistent cases oral medication may be needed.
8. Bring a note from your child's doctor documenting the fact that he/she is no longer contagious. Good sense must prevail therefore, children who are unwell despite not being contagious should not be brought to the center.

## **Illness, Medication, Injuries, Emergencies (contd.)**

9. A child with a runny nose/mild cough (no other symptoms) may continue to attend. A note from the doctor is required if symptoms persist more than 10 days. Children should stay home if there is a thick colored mucus discharge from the nose.
10. Pink eye Conjunctivitis–Doctors note is required.
11. Diarrhea/Vomiting – symptom free for at least 24 hours. If it re-occurs you will be called to pick up your child right away.
12. Rashes (non-allergenic) – keep home until fever free for 24 hours.
13. Head lice – the child will be sent home to be treated and must be completely free of lice and nits before returning. With persistent cases a note from the doctor or public health nurse will be needed stating that the child is clear and may return to school.
14. When your child has a contagious disease please notify the Centre so we may contact other parents to take the necessary precautions.
15. The Centre will administer first aid including antiseptics and wound cleanser, unless otherwise advised by the parents.
16. When it is necessary for your child to be given medication at school, you must fill out and sign a medication slip stating the name of child, medication, dosage and time to be given. Medication must be labeled with the child`s name. Forms are available at the office and all medication must be left with the office staff picked up at the end of the day.

**Note: The school reserves the right to make the decision and ask parents to withdraw from the program in the event of repeated non-compliance.**

## **Our Staff**

We require that our faculty be responsible and caring people who are Christians and live an exemplary lifestyle. Each teacher will receive professional training each year.

### **Child Ratios are as follows:**

24 - 36 months	1 --- 6
36 - 48 months	1 --- 10
48+ months	1---12

## **Parent-Teacher Communication**

1. A bulletin board in the hall will keep you informed of current events and activities that may be of interest to you.
2. Any misunderstanding or complaint should be brought directly to the attention of the Principal. We want to be sensitive to each child's own unique needs, so please inform us of any changes which may affect your child's behavior or health.
3. Please avoid talking to staff about your child in his/her presence. A parent-teacher conference can be scheduled by contacting the Principal.
4. Parent-teacher fellowship meetings will be held periodically. You will be informed of the date and time.
5. Parents and grandparents are always welcome at the Centre. Your involvement is needed and appreciated.