



PARENT HANDBOOK

FIRST SOUTHERN BAPTIST CHURCH

6400 S Sooner Rd, OKC, OK 73135

405-732-1300

www.firstsouthern.tv/littlesprouts

kids@firstsouthern.tv

Private Facebook Group for Parents:
facebook.com/groups/FSKidsLittleSprouts

General First Southern Kids Facebook:
facebook.com/FirstSouthernKids

Welcome to our program!

This program was created to provide a respite for moms, dads, grandparents, and other caregivers of young children. It has become so much more! With incredible teachers, Little Sprouts has become a program that guides young children as they learn to interact with others, discover the world God created, and develop the skills that build the foundation for future learning.

The following booklet contains the important information parents need to know to navigate our Little Sprouts program including policies and procedures.

Sara Prueger

Minister to Preschool & Children
First Southern Baptist Church

Photo Release

Throughout the year pictures and videos are taken to record preschool events and student progress within Little Sprouts. At times we are asked to share our program with other professionals through pictures or slides at conferences and workshops. We would appreciate your permission to take pictures and/or videos of your child.

Each parent/guardian is given the opportunity to give Little Sprouts permission to take photographs and/or videos of my child within the preschool program. Upon giving permission, the parent/guardian understands that these pictures may be shared on Little Sprouts Social Media or with parents and staff.

Emergencies

Each child must have two emergency contacts with telephone numbers in the event of sickness or injury. It is the responsibility of the parent to make sure that those persons listed as emergency contacts understand their responsibilities. It is also the responsibility of the parent to update the information on each child's enrollment form when any changes occur. In the case of illness, injury, or other emergency, the following procedures will be followed:

Serious Accident or Injury

- 9-1-1 will be called immediately. The staff will attempt to contact one or both parents and emergency contacts.
- In the event that you cannot be reached to make arrangements for emergency medical attention, First Southern Baptist Church Little Sprouts staff will take your child to an Emergency Room, or the child's physician on file, or his/her associates, for medical care.

Less Serious Accident or Injury

- The parent or emergency contact will be notified, and their instructions followed.

Minor Accidents or Injury

- The staff will administer first-aid, an incident report will be completed and kept on file at the church, and the parent will be notified and given a copy of the report when picking up the child.

Tuition & Fees

- All students must be enrolled by a parent or legal guardian who agrees to be responsible for their behavior and financial obligation. A non-refundable annual registration fee per child is due at time of enrollment. Tuition may change, but notice will be given before any increase.
- Payment is due the 1st of the month. After a child is enrolled, monthly payment must be made regardless of child's attendance. After the first week, a \$20.00 late charge will be added if tuition is not paid. Once your child is enrolled, monthly tuition must be paid even if your child is absent. If tuition is not paid, your child will be unenrolled from the program.
- If you are mailing payment, please mail payment to attention: FSBC Little Sprouts. Checks should be made out to First Southern Baptist Church or FSBC. It is also important that you put Little Sprouts on the memo line so that it can be applied to the correct area. Please remember the time it takes for mail to arrive with your payment.
- Online payment is also available. A link will be provided to you. A small processing fee will be charged for all online tuition payments.
- Additional service charges will be applied for returned checks or late pick-up fees. Returned checks are charged \$25.00 per check.
- Pick up is at 2:30 pm. After 2:35 pm, there will be a \$5.00 late fee charged. After 2:40 pm there will be a \$1 per minute charge added to the \$5.00 charge. Payment of late fees is due within 24 hours.
- A child is considered enrolled once the enrollment form is submitted and fee have been paid and a confirmation e-mail is sent. The other required forms are not due until Open House.

Tuition Due

All tuition is due on the 1st of each month. You may pay with cash, check, or online. If paying via check or cash, place it in an envelope and put it in the dropbox located next to the Kitchen in the Preschool side of the Kids' Center. If you would prefer to pay with a card, please let the Director know so that she can have the card reader available for you. A small processing fee will be charged for all credit card payments.

Withdrawal

A written notice is required if it becomes necessary to withdraw your child from Little Sprouts. Written notice must be received by the 15th of the month in order to be released from paying the next month's tuition. Tuition payments must be up to date and paid in full before withdrawal is allowed. Students withdrawn in any day of the month are responsible for the full month's tuition.

Communication

Little Sprouts has a closed/private Facebook page (<https://www.facebook.com/groups/fskidslittlesprouts>) just for parents that will display upcoming events, school closings, and additional information. Please follow First Southern Kids on Facebook (this will allow us to add you to the group) to stay up-to-date on the latest information.

Arrival and Dismissal Procedures

- Little Sprouts begins at 9:30 am and is over at 2:30 pm. Teachers enjoy greeting you and your child personally and will begin receiving your children at 9:30 am. Please remain outside the Kids' Center doors until the director opens them for you. Before dropping your child at his/her class, you must use our computer check-in system to print out a label for your child.
- The doors will be locked at 10:00 am and reopened at 2:00 pm. This allows for extra security during the day. If you arrive to either drop-off or pick up between those hours, simply use the doorbell to ring for assistance.
- Pick up is at 2:30 pm. After 2:35 pm, there will be a \$5.00 late fee charged. Payment of late fees is due within 24 hours.
- At drop-off and pick-up, parents are asked not to enter the classroom. A teacher will receive or dismiss your child at the door.
- In the event of an emergency where the parent cannot pick-up their child, a phone call to the Little Sprouts Director or First Southern Minister to Preschool & Children is necessary. The Director will call the parent back to verify the request and names of person(s) who will pick up the child.
- If, when picking up your child, the teacher or Little Sprouts staff is uncomfortable releasing your child to you (suspicion of intoxication, etc.), we will approach you and ask you to contact another responsible adult to pick them up.

Medication

No medication can be given to your child at Little Sprouts.

Illness

You will be called to pick up your child if he/she becomes ill. If your child shows any signs of illness within 24 hours of Little Sprouts, he/she should be kept at home. This includes diarrhea, vomiting, fever, rash, or a green runny nose. Please contact us and let us know if your child will not be attending.

A child will not be admitted if any of the following exists:

- The illness prevents the child from comfortably participating in facility activities.

- The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child has a temperature of 100.0 degrees or higher in the past 24 hours.
- The child has vomited or had diarrhea in the past 24 hours.
- The child has eye irritation accompanied by drainage or crusting.
- The child has signs or symptoms of possible illness.
- The child has been diagnosed with a communicable disease (i.e. pink eye, ringworm, fifth disease, etc).
- The child has lice. Students must have a doctor's note upon reentry.
- The child has tested positive for Covid-19 within the past 5 days. A negative test will be necessary before being allowed to return to class.

Immunization

A copy of your child's immunization record will be kept on file.

Curriculum

All of our curriculum is Christian-based and age specific. We provide an environment where children are learning both physically and mentally through activities such as music, movement, art, science, and books. We provide guided activities that include learning through gross and fine motor skills on the learning level of the child.

Holidays, Breaks and Weather

As a general rule, if Mid-Del Schools are closed for weather-related reasons, Little Sprouts will be closed as well. This is not always the case. During inclement weather, if there is a closure, you will be contacted by your child's teacher via phone call or text. You can also find updates on our Facebook Parent Page. (<https://www.facebook.com/groups/fskidslittlesprouts>)

Little Sprouts will be closed during all major holidays on the Mid-Del School calendar such as Spring Break, Thanksgiving, and Winter Holidays.

Toilet Training

Toilet training is an important part of early childhood education. Our staff is prepared to work with the parent when the child is ready to begin potty training in the toddler and 2s age group. 3s are usually well into the process of potty training, and our staff is ready to work with parents in reinforcing potty training routines. Most 3s will be potty trained, but we do realize that some children will still be working on these skills, so if your child is being trained

please bring a change of clothes including underwear. All those entering our Prek (4s) class must be fully potty trained to attend.

Positive Guidance/Discipline

Proper behavior will be taught through positive reinforcement and example. Children will be taught proper respect for others. Effective classroom management and appropriate classroom behavior are a critical part of an environment in which learning will occur. Our goal is to provide an environment which is stimulating and safe for your child. Time out and removal of privileges are the forms of discipline used.

Snacks

Snacks are provided at mid-morning for all children. Classes will request parents sign-up to bring special snacks on a monthly basis. There will be a sign-up at each classroom or the teacher will assign specific days for you to bring snack. Parents may provide snacks for birthday celebrations. Please talk with your child's teacher about what would be appropriate for your child's age. An allergy alert will be posted when there are special snacks, cooking projects, or parties.

****Due to nut allergies, please do not pack peanut butter or peanut products for snacks.*

Lunch

Parents will provide a nutritious lunch and drink for their child each day.

Parents should send finger foods that the child can feed themselves. We are unable to serve lunches that need to be heated. We encourage nutritious lunches such as sandwiches, fruits and vegetables, cheeses, yogurts, etc. We discourage candy and caffeinated drinks as a lunch item. Do not bring food which has to be heated or refrigerated. We will not heat up any food for your child. If you need assistance in determining what to send your child, we will be happy to give some suggestions. We will NOT use a microwave to heat up any food given to children.

****Due to nut allergies, do not pack peanut butter or peanut products in your child's lunches.*

Rest Time

While the morning is filled with wonderful activities, after lunch we will have a rest time with the children. Little Sprouts will provide a nap mat for your child that will be cleaned after each use. Your child may bring a small blanket, pillow, or stuffed animal to help make this a better time for him/her. However, these items will need to be taken home each day to be cleaned.

Security

Each day you will use the last four digits of your home phone to check your child in. Once checked in, a label will print. The child's label is the one with the child's name, etc. The parent pick up label will have the security code on the label. If someone different will be picking up your child, simply leave the security slip with the director. When that person arrives, please have them report to the director to show identification. Any person that will be picking up your child needs to be listed on this pick-up label and may be asked to show identification. This is done for the safety of your child.

Personal Toys/Show and Tell

We realize that children love to bring their belongings to Little Sprouts, but many times the child leaves Little Sprouts unhappy because the toy has been misplaced or broken. Therefore, please do not allow your child to bring items unless the teacher has asked for a special show and tell item or an item to go along with their theme unit or activity.

Personal Items/Clothing/Outdoor Activities

Please **label everything** that belongs to your child. This includes diaper bags, bottles, pacifiers, changes of clothes, coats, lunch boxes, "sippy" cup (lid and cup), etc. We cannot be responsible for any unmarked items.

In addition to times of quiet and class time, our program is filled with fun and games, so comfortable play clothes would be best. Dress your child appropriate for the weather and for outdoor play. Sneakers are the best choices for footwear. Please do not send your child in flip-flops or slip-on shoes. If you do not want your child to participate in outdoor activities, please let the director and teacher know.

For the older children, please make sure that your child can go to the restroom without the teacher having to unhook or take off items. Infants and toddlers should wear clothing that unsnap completely without removing shoes or garments. Socks and shoes must be worn at all times. All children need to have a complete change of clothing (including socks) in their backpacks each day.

Emergencies

PARENT INSTRUCTIONS: In case of an emergency, children may not be picked up until the all-clear is given by the Director. This avoids any confusion or potential loss of children. Once kids and teachers are in the safe place, teachers will ensure all of the kids in their class are accounted for. Once ALL classes are present and counted, the Director will give the all clear and kids may be picked up one at a time using the Guardian Receipt as usual. This is the best way to keep your kids safe and secure.

Fire:

- In case of fire, the teachers will evacuate building following the plan posted behind the door in each room.
- Children and staff will be relocated to the parking spaces closest to the barns which are directly across the parking lot outside the Preschool & Children's area.
- Once safe, roll will be taken by each individual class. Children will not be dismissed until the roll for every class has been taken. Once this happens, the Director will give the all clear and the teacher will release each child individually to their parent/guardian.
- Children WILL NOT BE RELEASED to any person other than the approved adult listed on the child's nametag and they have their Guardian Receipt.
- At NO TIME should a parent enter the building while the fire alarm has been sounded. Please wait for your child outside in the safe area.
- Children feed off of the emotions of their parents, so please remain calm when picking up your child.

Stranger / Active Shooter:

- When a stranger or active shooter is identified outside, staff immediately notifies the program director who, then notifies all teachers in the program.
- Doors into the Kids' Center are locked during most of the day, so entry into that area is unlikely, but we will still have the following protocols in place.
- Classes will shelter in place. Doors will be closed and locked, blinds closed (where necessary), lights turned out, and the children seated out of sight making sure they are not visible from windows or doors.

Natural Disasters / Threatening Weather:

- When bad weather is predicted, church administration will be carefully monitoring the weather via multiple sources.
- If it is necessary, the director will inform each class when precautions should be taken.

- Classes will be instructed to go to designated safe areas according to the natural disaster plan posted behind the door in each room.
- It is your choice as a parent to pick up your child early on these days.
- If we are in the process of getting to our safe area, please wait until the director gives the all-clear before attempting to pick up your child.
- The teacher are trained and prepared for these situations and will keep your kids safe and happy until time for pick-up.

PARENT HANDBOOK AGREEMENT PAGE

Please remove this page and turn in the signed and completed copy as part of the Enrollment process. Only one is needed per family.

- ☐ I have received and read a copy of Little Sprouts Parent Handbook and understand the importance of the material in the manual. I agree to abide by these guidelines while my child is enrolled in the program.
- ☐ I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by First Southern Baptist Church.

Parent Signature

Parent's Name (Printed)

Today's Date