



Purpose Statement

The purpose of ABC Preschool and Kindergarten at Fellowship Bible Church is to provide a safe and fun Christian program. We desire to give each child a foundation setting them on a path towards their full potential. We seek to do this through hands on learning, cooperative play, academics, and exploration of the arts.

What is ABC Preschool and Kindergarten?

ABC Preschool and Kindergarten was established in 2000 at the direction of the leadership of Fellowship Bible Church. They envisioned creating a preschool that would meet the developmental needs of children including: spiritual, academic, creative, social and physical.

Preschool and Kindergarten Staff

A competent Christian staff has been chosen to give loving, nurturing care to your child. Our teachers have chosen ABC because of their enthusiasm to teach preschoolers and their love of God.

All of our teachers have experience with preschoolers, and many have degrees in education. Our teachers attend monthly planning meetings and continue their education by attending training workshops offered by professional educational organizations. We also require our teachers to be certified in CPR and First Aid.

Classes

We offer classes for ages 12 months - Kindergarten. Students must be classroom age by August 1st of the current school year.

We ask that students in our program are fully potty trained by the time they are three and a half year old. If you have concerns about your child in this area please contact us.

School Schedule

ABC is in session from mid-August through mid-May. Our complete school calendar is on our website: fbctulsa.org/abc

Days and Times

Preschool: Tuesdays + Thursdays 9:30 a.m. - 2:30 p.m.

Kindergarten: Tuesdays + Wednesdays + Thursdays 9:30 a.m. - 2:30 p.m.

School Closings

ABC will close due to bad weather or other emergencies when Jenks and/or Union Public Schools are closed.

Drop Off

Drop off is done at the classroom and begins at 9:25 a.m. It is important for your child to arrive on time so they can participate in all daily activities.

Pick-up

Pick-up is done at the classroom and will begin at 2:15 p.m. Please plan to pick your child up no later than 2:30 p.m. If an emergency arises please notify the preschool office with your alternate arrangements. If a student is picked up after 2:35 p.m. a late fee of \$10 plus \$1 per minute will be charged after 2:35 p.m.

If the pick-up person is someone other than the authorized parent/guardian, the parent/guardian will need to call the office to notify us of the change. You will be asked for your previously chosen password to confirm your identity. The alternate pick-up person will need to show photo ID to the teachers.

Tuition

Families pay a monthly tuition of:

Preschool: \$230 (per month)

Kindergarten: \$350 (per month)

*There is a \$40 non-refundable enrollment fee at the time of enrollment.

Tuition is paid one month in advance. August tuition is due at the time of enrollment, September tuition is due at the beginning of August, October tuition is due at the beginning of September etc.

Discounts

- A 10% discount will be given if tuition is paid in full by the first day of school. You may receive a paid in full discount for up to one child.
- A 10% discount will be given to the third child of families who have three children enrolled for the same school year.

Late Fees

- A late fee of \$25 (per child) will apply to all tuition payments made after the 10th of the month.
- A late fee of \$10 plus \$1 for every minute will incur if a child is picked up after 2:35p.m.

Exceptions can be made only when special circumstances apply and have been approved in advance by the director.

Withdrawal Process

- After enrolling in our program, there is a 24-hour grace period for a full refund of tuition.
- Withdrawal notices received by May 31st of the current school year will be refunded in full.
- Withdrawal notices received after May 31st are non-refundable.
- Withdrawal notices received after the start of school are non-refundable and require a two-week notice.

*The enrollment fee is non-refundable.

Emergency Contact

Because emergencies may arise please be sure to update your personal contact information in your Procare profile if changes occur. In case of an accident or illness, every effort will be made to contact a parent/guardian.

Curriculum

All of our classes use age appropriate Bible curriculum. Our 2 and 3 year old classes practice letter, number, shape and color mastery. Our Pre-K and Kindergarten classes use Saxon Math and Phonics curriculum. Each of our teachers have access to a variety of other resources. We also have specials classes including music, Spanish and gym that each class rotates through during the day.

Toys and Personal Items

We ask that parents do not allow their child to bring personal toys into the classroom. This helps to avoid a wide variety of problems. We do allow children to bring a stuffy for nap time. Occasionally teachers will ask children to bring certain items for show and tell, nature activities or for special days. Parents will need to check with teachers before bringing pets, insects or other animals.

Rest Time

All students in our 12 month - three year old classes will have a rest time after lunch. They are not required to sleep, and our non-sleepers are allowed to play quietly with books or some other quiet activities on their nap mat.

Snacks and Lunches

Snack

ABC will provide a snack each day such as goldfish or animal crackers. Children will be given water to drink with their snack. If your child has an allergy to the provided snack please provide an alternate snack.

Lunch

Parents are responsible for providing their child's lunch and drink. We do not have the ability to warm a child's lunch so please pack cold lunches that are "finger-type" foods.

- All lunches should be sent ready to eat. I.e. grapes cut up etc.
- Please do not pack your child's lunch in glass containers or include drinks with red dye.
- Be sure to label all lunch boxes, food containers, and drink cups.

Birthdays and Holidays

Birthdays

Birthdays are a special time for children, and often they like to share it with their friends.

We have a fake cake to allow your child the chance to blow out candles!

If you would like to bring a treat to share with the class for your child's birthday we ask that it is commercially prepared and unopened. Please inform your child's teachers at least 2-days in advance so they can notify parents of children with food allergies to allow them to bring a treat as well.

Holidays

We love to celebrate holidays at ABC! Individual classes will have parties several times during the year. There will be a sign-up sheet for each classroom a few class days before the holiday asking parents to provide a small treat or party supply. As a reminder, all treats must be commercially prepared and unopened.

Field Trips

Our Pre-K and Kindergarten classes may take field trips throughout the year. We ask that parents drive their own children to field trips. If the parent is unable to do so they are responsible for getting their child transportation.

Dress

Please think of your child's comfort and dress them in easy to manage play clothes. We are excited to explore at ABC and sometimes that can leave a little mess on our clothes! We go outside even on "chilly" days so please bring a jacket, hat and mittens on those days. Please be sure to label all of your child's clothing that they might remove while indoors.

Girls wearing dresses must wear shorts under their dresses for modesty during play.

Potty-training

We work very hard to help your child gain autonomy in going to the restroom. Please consider your child's ability to unfasten, unbuckle or unbutton their clothing as you dress them for preschool.

Please provide a full change of clothes in your child's bag in case of an accident.

It is the parents responsibility to provide pull-ups/diapers each day for their child. We ask that all pull-ups have velcro sides for ease of changing.

What to bring

- Backpack
- Drink Cup
- Lunch
- Full change of clothes
- Nap mat (three-year-old's and younger)

*All items must be labeled.

Illness and Medication Policy

Please notify the ABC office if your child will not be attending due to illness. If your child appears to have symptoms of illness during the school day you will be called to pick up your child. It is our desire to maintain the healthiest environment possible, and we ask for your help in maintaining that environment.

Teachers may not administer medication. Parents may come to school and give it in appropriate situations. Please notify the office if your child needs to keep an inhaler or Epi-pen available.

Please keep your child home if the following applies:

- Child has a fever or has had one in the past 24hrs. Child must be fever free for 24hrs. without the use of fever reducing medicines.
- Child has a cold or flu that is less than 4 days old.
- Child has heavy nasal discharge or a constant cough.
- Child has vomited or has had diarrhea in the past 24hrs.
- Child has had symptoms of a possible communicable disease.
- Child has exhibited behavior that is not typical of themselves (weepy, lethargic etc)

Behavior and Guidance

Our goal is to help students learn appropriate behavior or responses, not to punish them for inappropriateness. When discipline is required, we apply the following steps.

Grace

The first step is to remind the child of expectations and offer forgiveness.

Space

The next step is to redirect the child to another activity. If the behavior persists, the child will be directed to a quiet space away from activity with a small toy or book. If necessary, the next step will be to have the child sit quietly near the teacher without the benefit of books or toys to allow the child time to calm their body on their own.

New Place

If all previous steps have been taken and the child is still disrupting the class, the child will be taken to the office for an additional time for calming down. If a child is brought to the office on more than one occasion during a single day, the child may be sent home for that day.

Biting

Biting is a behavior that some young children go through. Due to the risk of the spread of infection and disease, if a student bites another child or teacher on more than one occasion, the child will be sent home for the remainder of the day. Parents will be asked to confer with the director and teachers and a brief suspension may be required.

Reporting of Child Abuse or Neglect

We are required by law to report to authorities any suspected incidents of possible child abuse or neglect.

Parent-Teacher Communication

Each class will send home a monthly calendar listing special items and activities for their class. Please take the time to discuss these special activities with your child and learn about their day.

In the Spring, teachers will send home an assessment for twos and threes to let you know how your child is progressing. Pre-K and Kindergarten teachers will conduct a more in depth skills assessment in both Fall and Spring.

Please feel free at any time to discuss your child's development with their teachers. However, we do ask that you do not discuss any negative behaviors in front of your child or other children. If needed, a conference can be arranged with your child's teachers and the director.

Note from the ABC Team

Thank you for sharing your children with us! It is a privilege to minister to them. We are praying for a wonderful school year and for each one of the children attending ABC!

If you have any questions or concerns, we have an open door policy. You are always welcome to come by the office or call to discuss any concerns you may have. We would ask if it is a classroom concern you speak with your child's teachers first. If you then have further questions, please let us know!