



## Parent/Student Handbook

*Brenham's First Baptist Church School is  
dedicated to providing a Christ-centered  
environment for children in our community.*

302 Pahl Street  
Brenham, Texas 77833  
(979)836-6411 (School)  
(979)836-6413 (EEC)  
Website: [www.fbsbrenham.org](http://www.fbsbrenham.org)

Revised: August 2023

# **BRENHAM’S FIRST BAPTIST CHURCH SCHOOL AND EARLY EDUCATION CENTER**

First Baptist Church School & Early Education Center (EEC) was established by Brenham’s First Baptist Church in 1977 and is open to children of all faiths. The school is dedicated to excellence in academics and to providing a lovingly structured Christian environment. Our philosophy is based on Proverbs 22:6

*“Train up a child in the way he should go;  
and when he is old, he will not depart from it.”*

## **ADMINISTRATIVE STAFF**

Administrator..... Nancy Jahns  
Administrative Assistant .....Kelley Sikes  
Financial Specialist ..... Marie Prenzler  
EEC Director ..... Megan Pritchard  
EEC Assistant Director.....Amanda Dreyer  
Fundraising and Marketing Specialist..... LeAnn Jensen  
Receptionist.....Bridgit Williams

## **SCHOOL OFFICE HOURS**

7:30 a.m. - 3:45 p.m.

## **SUMMER OFFICE HOURS**

7:30 a.m. - 3:30 p.m.

## **EEC HOURS OF OPERATION**

7:15 a.m. - 5:30 p.m.

## **CHURCH INFORMATION**

Brenham’s First Baptist Church

Dr. Ross Shelton, Sr. Pastor

2715 S. Market Street

Brenham, Texas 77833

(979)836-2807

[www.fbc-brenham.org](http://www.fbc-brenham.org)

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## MISSIONAL PURPOSE

FBCS seeks to

LOVE unconditionally,

EXCEL academically,

LIVE biblically,

LEAD fearlessly

to impact our community and world for Jesus Christ.

## CORE VALUES

- L - Love God, each child, and each family.
- O - Others will come before ourselves; we will serve.
- V - Value the whole child - body, mind, and soul.
- E - Educate with excellence from God's Word.

*1 Corinthians 13:2 "...the greatest of these is love."*

## STATEMENT OF FAITH

We believe the bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21).

We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19; John 10:30).

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

## ADMISSIONS

FBCS & EEC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, tuition assistance, athletic or other school administered programs.

## ENROLLMENT PROCEDURES

Enrollment for current students is held the first of February. Enrollment is open to the public one week later. Enrollment is done online. The full enrollment fee and all enrollment forms must be turned in before the student is considered enrolled. **Enrollment fees are non-refundable.**

FBCS & EEC has a nondiscriminatory policy toward students. All students entering our school from Kindergarten through Sixth Grade will be assessed to determine rate of progress and appropriate placement. If a student leaves FBCS & EEC, and returns in a different academic year, the school may require an assessment. Students will then be accepted upon payment of enrollment and tuition fees as space and teachers are available.

FBCS does not accept teacher requests. You may contact the school Administrator for more information.

## FEES AND TUITION

School and full-time EEC is a set fee divided into 10 monthly payments, payable August 1<sup>st</sup> through May 1<sup>st</sup>. Nursery EEC is a monthly tuition. Tuition and fees are due by the first of each month. A \$25 late fee will be assessed if payment has not been received by the 10<sup>th</sup>. A charge of \$30 will be made to an account for any returned check. More than two (2) insufficient checks returned from your bank will result in your account being put on a cash only basis.

**Failure to make the account current by the 15<sup>th</sup> of the month will result in the student being removed from the school until the account is up to date. Payments may be paid on-line through PraxiSchool or PraxiSchool App.**

Financial assistance may be requested but is contingent upon our scholarship donations.

**There is no reduction for holidays or vacations in school or EEC.**

## AGE REQUIREMENTS FOR FBCS STUDENTS

Nursery	Infants through 2-year-olds
Two-Year-Olds	2 years old by September 1
3's MWF and M-F	3 years old by September 1 and potty trained
Pre-Kindergarten	4 years old by September 1
Kindergarten	5 years old by September 1
First Grade	6 years old by September 1

## **PARENT REFERRALS**

We greatly appreciate your business and know that you will be so pleased with our service. Please tell all your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account the amount of \$50.00 after that family has been with us for 90 days. Our greatest advertising asset is you!!

## **EEC LATE PICK-UP FEES**

The late fee schedule for signing children out will be included in the financial agreement to be signed and kept in the child's records. Any student who has not been signed out by 5:30 p.m. will be charged a \$10.00 late fee. An additional \$2.00 will be charged for each minute thereafter until the child has been signed out. The caregiver in charge will provide a late fee form for the parent to sign. You should then add the late fee to the next month's tuition. Due to staffing and other issues involved with the late sign outs, if a child who is signed out late 5 or more times in a school year, EEC may determine that the child is no longer eligible for childcare. A late fee form will be signed by parent or authorized adult at time of sign out to be kept in the child's records.

## **WITHDRAWAL OF A STUDENT**

A child is not considered withdrawn from our school until the school is notified in writing. If the student is transferring to another school, that school will request records when the student enrolls. The school office will forward the records to the new school. Permanent records are not given to the parent. Tuition and/or miscellaneous charges must be current to forward student records to another school.

Due to other families needing infant care, please give two weeks' notice if it becomes necessary to withdraw your child. The size of each class is determined by the ratio of caregivers and children as well as available space. Each child's age will be the age of that child as of September 1<sup>st</sup>. The extended care operation is based on the facility capacity. As stated earlier, the enrollment fee is non-refundable. The parent is responsible for the entire tuition for the month in which the student is withdrawn.

## **SCHOOL SECURITY & GUEST CHECK IN**

The safety of our school family is important. We have integrated a variety of safety protocols such as cameras, alarms, special locks, a receptionist, and random visits from security specialists. In addition to this, all doors to the outside and classrooms are kept locked.

We use the Raptor System to check in for all guests. Please be prepared with your identification card when you enter our building. This system will run a quick background check to make sure we do not allow a sex offender into our facility. A visitor's pass will be printed and specify the destination of the visitor. This system will also be used for tardy students as well as students that are being checked out of school early.

During special programs in the sanctuary, guests may enter and exit through the sanctuary beginning 30 minutes prior to the start time of the event. If you enter through the sanctuary, you may not enter the school part of the building. Guests that would like access to the school must enter through the main school doors on Pahl Street and check in with our receptionist. For events like this, an email will be sent the week before the event to RSVP. We will have your name tag ready!

## ARRIVAL AND DISMISSAL OF STUDENTS

A staff person is on duty at the Pahl Street entrance beginning at 7:15 a.m. and 15 minutes after regular school hours. Preschool children need to be picked up no later than 11:45 a.m. Afternoon school pick up is no later than 3:30 p.m. Our Early Education Center is open until 5:30.

It is important to keep everyone safe during drop off and pick up of students. **The City requires us to form our line on Sycamore St. and turn right onto Market St. Do Not turn left onto Pahl St. from Market.** Please follow the route on the map on page 9. Please make a block using Cottonwood St. and/or Sycamore St. to get onto N. Market St. If you are coming down Market St., please do not cut in front of other families waiting to turn right onto Pahl Street. Please be sure to take care in the parking lots, too! Please do not block driveways and/or parking lots. We want everyone to get where they need to go safely!

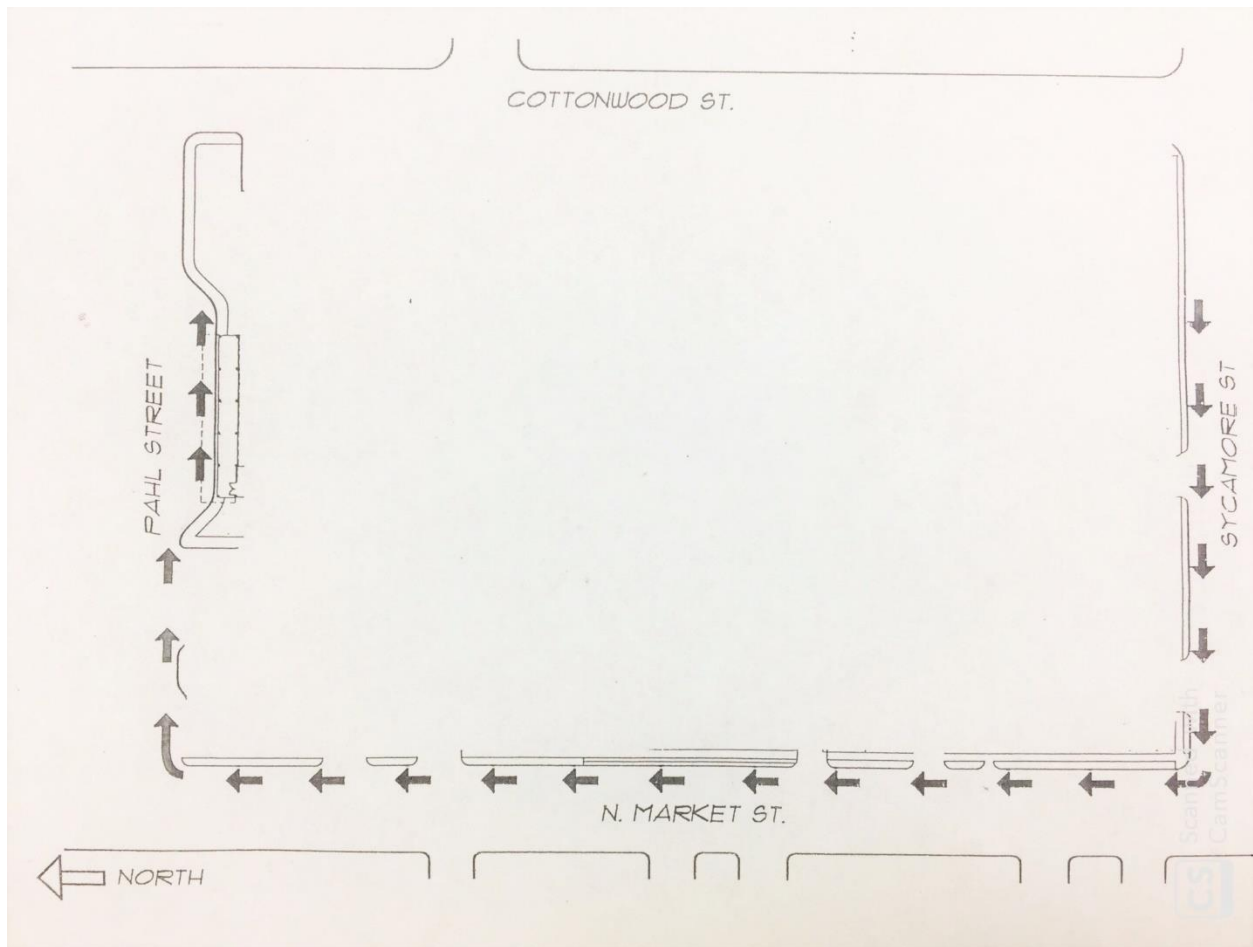
Upon arriving in the morning, please pull forward as far as you can under the Pahl Street covered ramp. Do not drop your children off in the parking lot and expect them to make their way into the building on their own. When it is your turn to pull up to the ramp, drive up as far as possible, have your car doors **UNLOCKED**, and allow the car line staff to open the door and help the child out on the passenger side of the car. To keep the line moving, please encourage your child to be ready to exit the car. **Please do not park and get out of your car. It slows down the line.** We will unload under the covered ramp; safe supervision of the children is our goal. Do not go around the vehicle(s) in front of you. If you wish to walk your child inside or to the door, please park in the parking lot. No parking in the carline line from 7:15-8:10, 11:30-11:45, and 3:15-3:30.

Our dismissal policy is that the teacher or assistant on dismissal duty places each child in the vehicle. The students are taught to wait for the dismissal person to personally walk them to the vehicle and help them in. Do not call out to a child and confuse him/her. Every parent picking up at dismissal should drive through the dismissal line. Avoid walking up to the door so that we do not have congestion.

Please do not come into the building to wait for your child to be dismissed. Parents in the hallway cause problems for lines of students leaving the building and are a distraction to those classes still in progress. Please be considerate of all parents.

Please note that there is no parking or picking up on Cottonwood St. or Pahl St. (heading west) or crossing the street during pick up times. This is for everyone's safety.





### **INFANTS to 24 MONTH OLDS**

All students in our nursery department will need to be dropped off and picked up in his/her classroom. Communication between staff and parents regarding physical needs as well as arrival and dismissal of students will be done through the Tadpoles app.

### **4:30 to 5:30 DISMISSAL**

Students will be dismissed at the Preschool playground beginning each day at 4:30. Please sign-in with the teacher at the gate, stating your name and the name of the student you will be picking up. Please do not leave with your student until you are sure the teacher at the gate has signed your child out for the day. On inclement weather days, parents will pick their children up inside the school building at the Pahl Street entrance.

### **EARLY PICK UP OF A STUDENT**

All parents coming during class time to pick up students for dental and doctors' appointments (or for any other reason) must pick up the student from the receptionist, not the students' classroom. Please send an email or note to school that morning, so the teacher is informed

that the student is leaving early. Sign student out from the receptionist. Sign-out will be completed through the Raptor System.

We discourage any early pick-up of a child for reasons beyond medical appointments. This interrupts the classroom, as the teacher must stop what she is doing, gather all the work together before the child can leave and take extra time to regroup the students in the classroom once again due to the interruption.

Early dismissals for dance, music lessons, gymnastics, outside athletics, haircuts, etc. are not permitted. It is the policy of FBCS for students to remain at school during the day unless checked out through the receptionist.

If someone other than the parent is picking up the child, we must have a note signed by the parent or the parent must call the school office. Do not give a verbal message to a school staff member. If a pick-up person is unknown to us, have them prepared to show identification.

## ATTENDANCE

School attendance is vitally important to the training and progress of the child and is directly related to the academic achievement of the student. Being present and on time benefits your child and classmates. It helps the teacher maintain the schedule and set up all students in the class for success. The interruption of chronically late students disturbs the entire class.

**Students with ten (10) or more absences will receive notice that the parents must confer with the teacher, Administrator, and/or the school committee regarding the continuance of the student in that grade level.** After 10 absences, a student must have a doctor's excuse each time the student is out after 10 absences. Absences will be recorded as unexcused without the doctor's note. It is the parent's responsibility to follow through on this.

Half-day: A half-day student must be present for 2 hours to be counted for a full day's attendance.

Full-day: A full-day student must be present at least five hours, with arrival no later than 10:00 a.m., to be counted for a full day's attendance.

*Please note being tardy will affect days missed when excessive. See page 11.*

## EXCUSED ABSENCES

Students should be at school unless he/she is sick with fever or vomiting. The first day back following any absence, the student must bring a note to the teacher, which has been signed by the parent, stating the reason for the absence. **A doctor's excuse is required after 5 consecutive days' absence or after 10 absences.**

Students are required to make-up all missed assignments by extra work at home, tutoring, or other methods. **The primary responsibility in make-up work lies with the student and parent, not the teacher.** Arrangements for make-up work must be made by contacting the teacher before or after school hours.

If a child is absent, the missed work will be ready to be picked up in the school office after 11:00 a.m.

If a student is absent, he/she will have the same number of days to complete missed work as he/she missed school. For example, if your child missed two days of school, he/she would have two

days to complete the missed work. If he/she misses a week, then he/she would have a week to turn in the missed work.

### UNEXCUSED ABSENCES

Vacations scheduled or unscheduled during the academic year are highly discouraged. We strongly recommend that families plan vacation days only in accordance with the school calendar and scheduled time off. **Trips taken during the school year should not be for more than 5-7 school days.** If families choose to take trips during the school year, **the Administrator must be notified in writing 2 weeks in advance of a student's absence due to an extended trip. Failure to get approval from the Administrator will result in zeros for missed work.** Once approved, the parent should contact the teacher and arrange for class assignments. A decision will be made based on the student's academic standing, conduct, and attendance. Work is due the day the student returns. A test schedule will be set up upon return.

**If written notice is not given to the Administrator, please note that we will not deem it necessary to permit the make-up of work missed.**

**Vacations and absences not accompanied by a note (parent or doctor) will be considered unexcused.**

**All absences over 10 days will require a doctor's excuse.**

### TARDIES

Tardies will be recorded for K-6<sup>th</sup> grade students. Six tardies are recorded as one day's absence.

When students arrive late, it prevents the child from starting his/her day off well. It is also a distraction to the teacher, classmates, and chapel services.

School starts at 8:00 a.m. - The tardy bell rings at 8:05 a.m. - Not only is punctuality an important value at our school, but a tardy student misses important time to prepare for the day's activities. Being tardy six (6) times will constitute an absence. **After the sixth tardy in a semester, a \$5.00 late fee will be charged for each tardy.**

### SCHOOL HOURS

Preschool A.M. Classes	8:00 a.m. - 11:30 a.m.
Two-Year-Olds	Monday & Wednesday
Two-Year-Olds	Tuesday & Thursday
3's	Monday, Wednesday & Friday
3's	Monday - Friday
Pre-Kindergarten	Monday - Friday
Kinder & Elementary Classes	8:00 a.m. - 3:15 pm Monday - Friday

## DISMISSAL AND AFTER-SCHOOL CARE

Dismissal times for school are 11:30 a.m. (preschool) and 3:15 p.m. (p.m. preschool and elementary). EEC closing time is 5:30 p.m. Any student that has not been picked up from school 15 minutes after dismissal time will be sent to EEC. Part-time EEC fees will be charged.

In case of rain and/or bad weather, EEC will dismiss students from the covered Pahl Street entrance starting at 4:30 p.m.

Elementary student activities such as UIL practice; Spelling Bee, etc. meet after school from 3:15 p.m. to 4:00, 4:15, or 4:30 p.m. **Those students must be picked up within 10 minutes of their dismissal time, or they will be sent to EEC for a fee of \$15 - \$20, depending on the time picked up. IT IS OUR POLICY THAT EACH STUDENT IS UNDER SUPERVISION AT ALL TIMES.** Students who are sent to EEC due to late pick-up more than two (2) times in a year will be charged an EEC enrollment fee.

## BEFORE OR AFTER SCHOOL EXTENDED CARE ONLY

Preschool children attending EEC (either morning or afternoon) need to bring a pillow and crib-sized blanket for naptime. All removable clothing and backpacks need to be labeled with the child's name.

In addition to full-time EEC, part-time EEC is available to FBCS students on an "as needed" basis. **An enrollment fee must be paid whether a student is going to use full-time or part-time EEC.** For students using part-time EEC, a note must be sent to their teacher each time the student will be in EEC.

### **FBCS & EEC Policy Regarding Former FBCS Students' Use of FBCS/EEC Program:**

Any child who regularly attends a school other than First Baptist Church School ("FBCS") through and including 6<sup>th</sup> Grade, who has previously attended FBCS for at least 6 months and otherwise qualifies for enrollment in the FBCS EEC Program, may attend during any period such child is on school recess.

Provided:

- (a) such child is enrolled in the FBCS EEC Program,
- (b) there is a spot available,
- (c) the applicable enrollment fee has been paid for pre-school and elementary students, and
- (d) the applicable EEC rate has been paid.

### PART-TIME EEC FEES ARE AS FOLLOWS:

<u>PRESCHOOL</u>		<u>ELEMENTARY</u>	
11:30 a.m. - 12:30 p.m.	\$15	3:15 p.m. - 4:15 p.m.	\$15
11:30 a.m. - 5:30 p.m.	\$35	3:15 p.m. - 5:30 p.m.	\$20
7:15 a.m. - 12:30 p.m.	\$35	Full Day	\$50
Full Day	\$50		

## **ACADEMICS**

### **HONOR ROLL REQUIREMENTS - (3<sup>rd</sup> through 6<sup>th</sup> grade)**

#### **Distinguished Honor Roll**

A student is required to have all A's (90 or above) in each academic subject. A student may not have more than one N in any area. A student may **not** have any U's on the report card.

#### **Regular Honor Roll**

A student is required to have all academic grades average to a 90 or above. The grades must be an A or a B. A student may **not** have more than one N in any area. A student may **not** have any U's on the report card.

## **ACHIEVEMENT TESTS**

Each spring, third through sixth grade students are administered the Iowa Standardized Achievement Test.

## **REPORT CARDS**

Preschool and Elementary students receive report cards each grading term, electronically.

If a student receives less than a passing grade in a subject, a conference will be held with the student's teacher. If a student is not making sufficient progress to pass to the next grade level, a conference with the Administrator should be held.

**Students receiving failing grades on their report cards are reviewed by the Teacher and Administrator for continued placement in our program. Subject to that review, any point of contention between the school and parents is brought before the school committee for review and consideration.**

## **HOMEWORK**

School is a place where new information and skills are introduced. Homework is a tool provided to help the child learn and reinforce the information and skills learned at school.

Homework establishes self-discipline and a sense of responsibility. All elementary students are given homework. Parents are expected to cooperate and see that a regular time and place are provided for the child to study. A positive attitude and parental encouragement are essential. In many classes, the parent is asked to sign the homework assignment so that the teacher knows that the parent is aware of the assignment due the next day. Parents must not do the child's homework for the child. This is of no benefit to the child.

## TESTS SIGNED AND RETURNED (1<sup>st</sup> through 6<sup>th</sup> Grade)

All tests will be sent home in your child's weekly folder, and the tests must be **signed and returned** the next day. We will grant one day's late return of the folder without consequences. However, after one day, your child will miss recess until the signed tests are returned. An example of this would be if a folder goes home on a Wednesday, the signed tests and folder need to be returned by Thursday. If the child forgets one day, there is no consequence. If the folder is not returned by Friday, the teacher will remind the student and make note of the folder not being returned. This may affect the responsibility grade for the child in our upper elementary. We appreciate your support in trying to cultivate responsibility for all the children at FBCS. We hope this will cut down on papers not being returned and help prepare them for their future life, also.

## STUDENT WITH SPECIAL LEARNING NEEDS

FBCS does not offer any special education services such as specialized instruction, one-on-one or pull-out programs for student nor do we provide a one-on-one assistant for students with special needs. We also do not identify, evaluate, or diagnose for learning disabilities, physical impairments, or emotional or behavioral issues. If your child has been diagnosed by a physician or public school with a disability, we will do our best to accommodate based on documentation we receive. **We must have documentation from whoever conducts the testing.** Only accommodations prescribed in writing by a medical doctor or educational diagnostician will be followed.

We want each child to receive the best education possible whether it is at FBCS or elsewhere. Should we see it is in your child's best interest, we may recommend you follow up with your physician or the public school district in which the student resides. It is, however, a parental decision to pursue diagnostic testing and evaluation. FBCS will be upfront about our capacity to meet your child's needs as well as our ability to keep your child and classmates in a safe learning environment. FBCS will not be responsible for the inability of students with special needs to successfully meet the academic or behavioral requirements of enrollment.

## LIBRARY

(Kindergarten and Elementary Students)

Kindergarten and Elementary students attend the library once a week with their class. Books are checked out and are due the following week. If books are not returned on time, an automatic E-Mail will be sent to the parents indicating the title and due date of the books. Late fees will be applied to your account at .10 per day.

## EXTRACURRICULAR ACTIVITIES

### BIRTHDAYS

Students are recognized in chapel for their birthday. Summer birthdays are celebrated as half birthdays during December, January, and February. Birthday snacks may be served in the classroom by the teacher. She must know at least one day in advance, so she may plan properly. **You may bring**

**one cupcake, cookie, or donut per child.** Check with the teacher to see if any of the children have allergies to food or drinks. If you provide a drink, **please bring pre-packaged drinks such as Capri Sun and napkins. Please do not send drinks with red dye.** FBCS does not have birthday parties for students. Birthday invitations may be given out in class **only if there is an invitation for every child in the class. Providing a meal for the class is not allowed for birthdays. Flowers or balloons delivered to school will be held in the office until the end of the day. Deliveries may be picked up at dismissal.**

## SCHOOL FIELD TRIPS

Field trips are planned for each class several times during the year. Each child expected to wear their school shirt on field trips. **Our policy is that no siblings or other children go on field trips.** This is a special day for the children in that class.

Field trips are an extension of the education process at FBCS and are planned for each class during the year. These are not meant to be family outings.

If a child attends school the day of a field trip but is unable to go on the field trip due to illness, allergies or other circumstances, and the child is not enrolled in EEC, the parent is expected to pick up the child as the class leaves for the trip. Electronics should be left at home when traveling on a field trip.

Drivers and chaperones should be mindful of the type of music being played as well as the type of conversations/actions students are having. It is ok to politely tell a student to refrain from something inappropriate. Our actions should be pleasing to the Lord.

Parents are encouraged to participate in all activities at FBCS; however, there are limitations on the number of parents that may attend as drivers and chaperones based on the event planned. Many of the trips have limited openings for adults. Precautions will be taken regarding parent-student ratio. Too many vehicles attempting to caravan can present a hazard.

For insurance purposes, every driver must have a Volunteer Driver Application Form on file in the school office along with a copy of each driver's current driver's license and proof of insurance. We also ask that drivers not exceed posted speed limits. The selection process for these drivers/chaperones is as follows:

1. There will be a sign-up letter sent home by the teacher for all field trips. Some trips will need reservations made several months in advance, and parents will be notified earlier to make necessary arrangements.
2. The teacher will compile the parent volunteer responses. The teacher will then delegate the driver/chaperone responsibilities.
3. In the event there are excessive volunteers, there will be a drawing to select the number of volunteers needed. There will be an alternate driver/chaperone chosen in the event an opening becomes available.
4. Volunteers will be rotated from one trip to another. Priority will be based on the number of field trips the parent has already participated in. This allows all children the opportunity to have a parent on at least one field trip during the year.

Any parent that was not selected to drive/chaperone, but would like to go, will be responsible for making his or her own arrangements (tickets, reservations, etc.) If their own child will be riding with them, a release form must be signed and given to their teacher.

If, for any reason, a decision is made for the child not to attend the field trip, the teacher must be notified prior to departure for the field trip. We do not want to delay the departure time and take away valuable time from the trip. The student will be counted absent for the day.

### **EEC FIELD TRIPS**

Age-appropriate field trips are planned for EEC during the summer. We must have a signed **Field Trip Permission Form** on file before the child can attend.

If a child attends EEC the day of a field trip but is unable to go on the field trip, the child will be assigned to another class during the field trip and will return to his/her class once the field trip is over.

Please be sure to check the monthly calendar so your child(ren) will be prepared for each field trip. No phone calls will be made to the parents since this takes the teacher away from the children.

### **WATER ACTIVITIES**

During our summer program, children will be using sprinklers and water toys for summer water days. Please inform their teacher of any special needs (ear plugs). Swimsuits should be one piece for girls. No speedos for boys. Swim shirts are encouraged to prevent sunburn.

### **OUTSIDE ACTIVITIES**

All children will have scheduled outdoor play daily. Scheduled play will be held throughout the day including arrival for EEC and dismissal times. Some variations may occur due to weather conditions. Water is available.

### **BOOK FAIR**

Our annual Book Fair is held for one week in the fall. Books will be available for all ages and reading levels. Parents and children are welcome to browse. The profit from our Book Fair enables us to purchase quality books for the school library. Donations for the school library are gratefully accepted. Books may be purchased in honor of, or in memory of, someone special and donated to the school library or to the students' classroom library.

### **ATHLETICS**

Athletics is offered after school for 4<sup>th</sup> through 6<sup>th</sup> graders. It is the responsibility of the student to maintain passing grades to participate. The first grading period will begin with the first six weeks report card. Three weeks after each report card period, the grades will be averaged again, and a progress report for the three-week period will determine if the student can regain eligibility. Students can only lose eligibility with each report card (each six weeks); a student can regain eligibility every three weeks (with each grade reporting period - either the report card or progress report). Part of our athletic policy includes good conduct as a stipulation of having the privilege to play. Each athlete should be a positive role model on and off the field or court as well as in the classroom.



## UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) MEET

In the spring our school hosts an elementary school UIL meet for private schools. There will be no school or EEC provided on that day. We will have many students, teachers, and sponsors from schools in this area of Texas.

The students, second grade through sixth grade, compete in Bible Drill, Creative Writing, Ready Writing, Dictionary Skills, Maps, Graphs & Charts, Impromptu Speaking, Number Sense, Listening Skills, Oral Reading, Spelling and Storytelling.

Please encourage your elementary child to participate in this exciting meet. Also, please volunteer to serve at this meet. We need volunteers, and it is a wonderful way to meet new friends from other private schools in Texas. Let us know if you are interested in being a coach, judge, or monitor!

Students must pass every subject to participate in the UIL competition. The report card prior to the UIL meet will determine eligibility. **All grades must be passing (above 70) and have no U's.**

## DISCIPLINE POLICIES

### CONDUCT CODE

FBCS & EEC expects its students to conduct themselves in a courteous and cooperative manner. Clean language and a respectful attitude toward authority figures are expected. When these are not present, the student will be disciplined by faculty or staff who witnesses the misbehavior.

Spiritual maturity, moral integrity, and self-discipline are encouraged.

The students are taught that **obedience is doing exactly what you are told, exactly when you are told, and in the right spirit.**

“Even a child is known by his actions, by whether his conduct is pure and right.” Proverbs 20:11

### CONFIDENTIALITY

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from FBCS & EEC must always remain confidential. Breaching confidentiality may lead to disenrollment.

### PARENT CODE OF CONDUCT

Young children are present in our building. Some adult language is not appropriate for young children. FBCS & EEC prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. FBCS & EEC has the right to terminate care in the event of disruptive behavior from a parent or guardian.

FBCS & EEC must follow rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

**Please do not post pictures taken of children other than your own when on school property or field trips.** If you have a picture, you think would be good for our Facebook page or yearbook,

please email it to office personnel, and we will check the students in the picture for publishing purposes. We want to be respectful of families that do not want photos published.

Issues involving a child or school policy should be handled between the teacher, parents of the child, and the directors or Administrator. Conversations with other parents regarding your personal situation should be avoided as it tears down the body of Christ. This includes information shared on social media, too. We serve you in good faith; please give us the courtesy of coming to us to discuss issues you may have instead of tearing down this ministry on a public forum. We take concerns seriously and do address them.

### **CHILD CUSTODY SITUATIONS**

FBCS & EEC prefer NOT to be involved in child custody disputes. FBCS & EEC will follow a court order exactly as written except in emergency situations when our staff determines that the health and/or safety of the child is at risk. If your family has a court order regarding parental rights, possession and/or visitation of a child, you must provide the most recent file-marked, signed copy for each child's file. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** Therefore, all enrollment forms should include both parents' contact information. If a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not mediate such disputes and will avoid being placed in the middle of disputes between the parents. If a custody dispute creates a safety risk for our facility or staff or disrupts school operations or the learning environment, FBCS & EEC have the right to revoke a child's enrollment.

Any information agreements between parents that modify an existing court order must be in writing, dated and signed by both parents. Without such written agreement, FBCS & EEC will not honor modifications of a court order on file. Any such agreements may be emailed or delivered to the office. An email memorializing the agreement which is copied to both parents will suffice. FBCS & EEC will strive to support any modifications to existing court orders to which both parents agree.

Transfer of a child's personal items between homes should be done outside of school. However, personal items that fit in the child's backpack, are acceptable.

### **DISCIPLINE**

Another word for disciplining children is to disciple children - guiding and structuring the child's life in ways that will give the child a sense of security, self-esteem, responsibility, and knowledge of right and wrong.

Disciplining children occasionally calls for discipline. When problems arise, they will be dealt with immediately. Unacceptable behavior (fighting, disrespect for authority, bullying, etc.) will be brought to the parent's attention. *Continual, deliberate disrespect and disobedience will not be tolerated.* This includes inappropriate language or actions to other students as well as staff. We expect our parents to cooperate with the faculty and staff to correct the child's behavior.

**If the misbehavior is more serious than we can adequately handle or the welfare of the other students is at risk, FBCS & EEC reserves the right to dismiss the child from school for that day and other days as deemed appropriate.** No make-up work will be allowed for those school days, and zeroes will be recorded. If continued problems are encountered with the student, the child may be permanently dismissed from school. Parents' failure to represent and support the school faculty, staff, and policies in a positive light may result in the student's dismissal.

A discipline policy is mandatory for all parents to read and sign when enrolling a student. Parents must agree to cooperate with these discipline policies and sign the form for their child to be enrolled in our school. Parent's failure to support the discipline policies of the school will result in the student's permanent dismissal from the school.

### **FBCS & EEC DISCIPLINE AND GUIDANCE POLICY**

\*Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

\*A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- (5) If a discipline referral is necessary, a stricter form of discipline, approved by the FBCS administration, may be enforced.

\*There must be no harsh, cruel, or unusual treatment of any child. The following type of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters I, Discipline and Guidance

## DRESS CODE

It is our desire to do all things pleasing to the Lord and in a manner that will honor Him. Samuel notes “The Lord looks on the heart...man looks on the outward appearance.” By our dress and our actions, we represent the feelings and thought of our hearts; therefore, our clothing and the way we wear it should represent our desire to please God and honor Him.

### CLOTHING

**All removable clothing such as sweaters, jackets, coats, hats, gloves, etc. must be labeled with the child’s name. Unlabeled and unclaimed clothing will be donated to charity.**

#### All Children

Clothes must be clean, neat (not worn out), with no holes or tears, and must not be tight fitting. T-shirts may not have flashy writing, symbols, or sayings that conflict with our Christian beliefs. Shirts must also be long enough to cover stomach and back - no stomach or back may show. Jeans may not have holes which show skin. Torn jeans that have a patch are suitable if skin does not show.

### SHOES

Shoes with laces must be tied. Shoes may not be open toed or have an open heel as it affects safety on the playground. **Tennis shoes must be worn on PE days. Students will not be able to participate without them.**

While we appreciate our Texas heritage of wearing cowboy boots, they are not the safest on playground equipment. Please send a pair of tennis shoes for recess. If your child cannot change shoes on his/her own, please send them in tennis shoes. **Bare-feet, flip-flops, sandals, Crocs, or cleats are not acceptable for school for any student.**

#### Older Students (Kindergarten through Sixth Grade)

**Sleeveless shirts are acceptable; shoulders should be completely covered. Crop tops are not allowed. Tank tops or spaghetti straps on shirts/dresses are not allowed in kindergarten through 6<sup>th</sup> grade.** Shorts are allowed if they are no shorter than 4 inches above the middle of the knee.

**Leggings and tights are not to be worn with a t-shirt, long shirt, or tunic.** Leggings and tights are appropriate for dresses or skirts only, dresses and skirts should be no shorter than 4 inches above the middle of the knee.

### HAIR

Students are to wear their hair clean and well maintained. Boys may not have goatees, beards, or mustaches. Hair may not be in the eyes or a distraction to their learning. Children may not have hair color other than their normal color.

## ACCESSORIES

Sunglasses, hats, caps, or gloves are not allowed for boys or girls.

Earrings are not allowed for boys; tattoos and body piercings are not allowed for girls or boys.

**Apple or other smart watches are not permitted at school. Jewelry such as necklaces or rings are discouraged for our small children since it usually goes in the mouth!**

**We are not responsible for lost items such as but not limited to jewelry, shoe charms, etc.**

Parents will be informed of dress code violations with a note for the first offence and a phone call for clothes on the second offense. Parents are expected to correct the student's attire. *Failure to comply with dress code will result in disciplinary action.*

## HEALTH and SAFETY

### ILLNESS

Please do not send your child to school if he/she is ill. The student must be **free of fever/vomiting/diarrhea (without medication) for 24 hours\*** before returning to school. If your child is to take any kind of medication during the school day, please fill out an **Authorization to Dispense Medication** form available in the school and/or EEC office. All medication is to be marked clearly with name, dosage, phone number of parent and doctor's name and phone number. **Do not put pills in your child's lunch box, diaper bag or backpack. No medication can be administered without WRITTEN instructions from the parent that are signed and dated.**

If a child becomes ill or develops a fever of 100° during school hours, the parents will be contacted to pick up the child immediately, or have an authorized person pick up the child. The child will be isolated from other children until the parent arrives. Please cooperate with us by informing the school if your child has been exposed to any contagious diseases so that we can be alert for symptoms. **Ill children should be picked up within an hour of receiving our call. If a child has vomiting or diarrhea and is sent home, he or she must be symptom free for 24 hours before returning to school.**

We are not allowed to give any medicine to your child without written authorizations. If you think your child will need it, please send what you want them to have with authorization for dispensing it. You may send pain reliever with a note to keep in the office. If your child has a headache, we will not call you for permission to give them any form of medicine. The medicine must already be in the medicine cabinet if you wish for us to dispense it.

### **Returning to school prior to a 24-hour fever free non-communicable disease:**

A child with a non-communicable disease such as an ear infection or a sinus infection, and previously having a fever of 100° or higher before the 24-hour period has lapsed, may return to school only if he/she has been seen by a physician and has a signed note stating the child may return

to school. We would allow the child to return to school with the signed physician's note and only if he/she is fever free.

An ill child must not be admitted for care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in activities.
2. The illness results in a greater need for the care than the Caregiver can provide without compromising the health, safety, and supervision of the other children.

Guidelines for specific, contagious illnesses:

- a. Pink Eye - Child must be treated with eye drops for 24 hours before returning to school.
  - b. Hand, Foot, & Mouth - child must be fever free for 24 hours without medication. Blistered areas must be crusted over and in the drying stage.
  - c. Impetigo - Child must have all affected areas covered until completely healed.
  - d. Covid - CDC guidelines will be followed regarding the return date.
3. The child has any of the following:
    - a. Oral temperature of 100° or greater; rectal temperature 101° or greater; armpit temperature of 99° or greater.
    - b. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, wheezing, behavior change or other unusual signs, until medical evaluation indicates the child can be included in routine activities.
  4. The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in routine activities.
  5. Communicable Disease Outbreak - In the event of an outbreak, the Director, or person in charge, will notify the health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak. Parents will be notified about the situation in writing within 48-hours as required by the Texas Department of Family and Protective Services and child Care Licensing.
  6. In case of the onset of a critical illness or injury:
    - a. The physician named by the parent must be called, and
    - b. The child must be taken to the nearest emergency room or clinic, or an emergency vehicle must be called.
    - c. The parent must be notified immediately.
  7. The child must be **free of symptoms for 24 hours without medication** before returning. The only exception would be if the child returns to school with a doctor's note stating he/she is not contagious and may return to school or EEC.

## WATER BOTTLES

Each child should bring a water bottle to school each day. We have water fountains with bottle filler. If a child forgets his/her water bottle, they may use the regular water fountain. Only water is permitted. Please do not send other beverages.

## **BITING**

Biting is a natural part of child development. Our staff does our best to guide children who are biting others to gain skills to work through their frustration without hurting others. If a child has bitten other children more than three times in a day, the biter may be sent home for the day. The safety of each child is the goal!

## **PROCEDURE FOR HEAD LICE**

- Students are to be checked by FBCS or EEC designated lice checkers.
- If lice are found, the person who checked and found lice needs to contact the guardian of the student.
- When the student is picked up, a Lice packet needs to be given to the guardian.
- All students' personal belongings need to be sent home for washing, including but not limited to bedding, stuffed animals, clothing, and backpacks.
- All students who may have encountered the student who has a confirmed case of lice will be checked.
- Classroom staff is responsible for cleaning desks, tables, mats, bedding bags, and play areas affected.
- The student must be treated and nit free to return to school, which can be the same day.
- The student must be seen and checked by FBCS or EEC office staff before returning to class.

## **IMMUNIZATION REQUIREMENTS**

1. All immunizations for the child's age must be completed by the date of admission.
2. Updated shot records must be copied and given to the school or EEC offices for the child's file.
3. All records must have been validated by a physician or health-care professional with a signature or rubber stamp and include:
  - The child's name and birth date
  - The number of doses and vaccine type
  - The month, day, and year of each vaccination

## **HEARING AND VISION SCREENING**

- Hearing and Vision Screening is administered annually by a Registered Nurse for students in Pre-Kindergarten, Kindergarten, First Grade, Third Grade and Fifth Grade.
- Students enrolled after November 1<sup>st</sup> will be required to provide hearing and vision testing results to FBCS.

## **FIRE AND TORNADO DRILLS**

Complete instructions will be given to all students by the teacher concerning exiting the building for drills. Students are to follow the instructions exactly. An exit plan is posted in each classroom. Talking, laughing, or pushing will not be acceptable behavior during the drills and will be disciplined. Eleven fire drills are held during the year. Four storm drills are held.

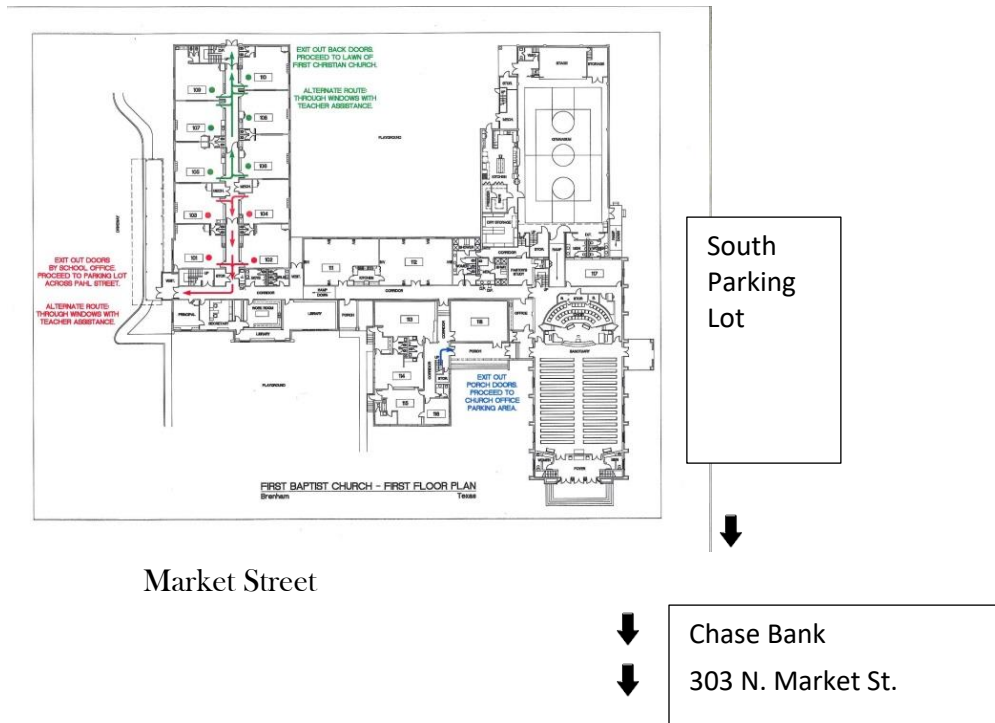
## EMERGENCY PREPAREDNESS PLAN

If an evacuation is needed, the students will exit the building as planned during a fire drill. The entire student body will then walk to the south parking lot beside the sanctuary. We will walk as a group across the street to the backside (west side) of Chase Bank building parking lot, 303 N. Market.

Each teacher will conduct a name-to-face recognition with an attendance sheet and be accountable for the number of children in their care. They will also have emergency backpacks with all student information. Each teacher will have the children's emergency contact information in their possession.

We will contact the emergency number, 911, or the non-emergency police number, 979-337-7337 and Child Care Licensing (CCL) Representative @ 979-731-0118 to inform them that we have evacuated. We will stay at the destination, 303 N. Market, until our Administrator or police give further directions.

Emergency Contact Number for the emergency Preparedness Plan is (979)451-2826, Nancy Jahns, School Administrator.





## EMERGENCY CLOSING OF SCHOOL

If it becomes necessary for the school to be closed because of weather conditions, parents must listen to the local radio station, KWHI (1280 AM), for closing information. **If Brenham Independent School District closed schools due to weather conditions, we will close, also. An email will be sent to parents as well.**

## NUTRITION

### BREAKFAST

With the exception of our infants, breakfast should not be brought into the building. Please feed your child before dropping them off. Food (breakfast) and drink is not allowed in the 2's-elementary classes or on the playgrounds. Water is allowed.

### LUNCHES

FBCS & EEC serves hot, nutritious lunches each day that school is in session. Menus are sent home the last week of every month for the following month and are available on the Parent Portal. Weekly menus are also printed in the Brenham Banner-Press. **If your child will be arriving late, you must call the school office by 9:00 a.m. to order a hot lunch.** Payments may be made on-line through PraxiSchool.

Prepayments are encouraged to be deposited into your child's lunch account. Payments may be paid on-line through the Praxischool App. When a student orders a hot lunch, it will automatically be charged to his/her account. Only one lunch charge is permitted per child; either lunch money or a sack lunch must be provided the next day.

On the days the child brings a lunch from home, milk may be bought for .80. If sending a lunch, please pack healthy options.. **Do not send soft drinks, red colored drinks or candy in your child's lunch.** The last school day of the month is favorite drink day. Students may not call if they forget their drink.

### LUNCH PRICES

Nursery - Wee 2's -	\$3.00
Preschool (2's - Kindergarten) -	\$4.00
Elementary -	\$4.25
Adult -	\$5.00
Milk -	.80

If your child brings lunch or milk money, send the money in an envelope with the child's name on it.

The students eat in the gym/lunchroom, and you are welcome to come and have lunch with your child. **Please call before 9:00 am to reserve a hot lunch.** If you did not send the money with your child that morning, please pay for your lunch in the school office when you arrive, or it will be charged to your account.

If a student comes to school without lunch, he/she will be provided with a LUNCH LOAN provided their lunch account is current. We do not accumulate charges. **An email will be sent to the parent.** After one charge, your child will call home for lunch money.

## **GENERAL INFORMATION**

### **CARE OF BUILDING AND GROUNDS**

We are blessed by God to have the facilities that house FBCS & EEC. The students are taught that we are all caretakers of these facilities. No defacing of property or misuse of furniture is allowed. If your child is responsible for defacing property or breaking something through misuse, you as the parent will be held responsible for repair or replacement.

### **SCHOOL PICTURES**

Individual pictures (fall) and group pictures (spring) are taken each year at FBCS & EEC. Parents will receive notice about Picture Day and are responsible for ordering and paying for the pictures. Checks are made payable to the photographer, and he/she must be contacted with any questions.

### **PARENT TELEPHONE CALLS AND SPECIAL TREATS**

Students are not allowed to use the school phone. If it is necessary for them to speak to the parents, school personnel will make the call for them or give them permission to call. If you need to get a message to your child, it will be relayed through the office. We will inform the child as soon as possible without interrupting the class schedule.

We desire to keep distractions to a minimum. Please do not send holiday treats, (balloons, bouquets, etc.) to your child unless all children in the class are included in the treat. These treats must be approved through the teacher.

### **TOYS AND GAMES**

Toys and games, including fidget spinners, are not allowed. We ask that you do not allow your preschool or elementary child to bring toys and games to school unless the teacher approves or requests it. We are not responsible for loss or breakage of these items.

### **ELECTRONICS**

Cell phones and all other electronics are not allowed. We ask that you do not allow your preschool or elementary child to bring these items to school. We are not responsible for loss or breakage of these items.

### **ADDRESS & PHONE NUMBER CHANGES**

To keep our records up to date, please notify the School/EEC office of any changes that affect your child's school records. Addresses, phone numbers, etc. may be updated on Parent Portal.

## **EEC CHILD DEVELOPMENT ROOM CHANGE**

As children develop and grow older, they must move to the next room so that we can best meet their individual developmental needs. Be prepared that your infant will be changing rooms approximately every 6 months until they reach the Wee Twos class. Once your student is two years old, your student will remain in the same age group for the whole school year. Students will be promoted to the next age group at the beginning of each school year. Children will not be moved without proper notice to the parents to discuss the move. Any changes in our policies will be given to you in a letter at the time needed. Rooms are designated as such:

0 to 6 months, 6 to 12 months, 12 to 18 months, 18 to 24 months, Wee Twos,  
Twos, Threes, Pre-Kindergarten, Kindergarten and Elementary

## **CHAPEL**

FBCS & EEC consider spiritual development as important as physical development. We will teach about God's unconditional love, enjoy stories from the Bible, sing songs of praise and worship, and prayer time.

## **EEC TELEPHONE POLICY**

Since children are our main responsibility, an answering machine will pick up calls if the Director is away from the desk. The Director will return calls throughout the day. Leave a message with the office for immediate response.

## **PERSONAL BELONGINGS**

Bounce seats, swings, and personal toys are not allowed due to the limited space in the rooms. FBCS & EEC provides all the equipment and toys needed for children. Videos from home are not allowed.

\*\*If you would like to donate new or gently used toys or baby equipment, please contact the EEC office.

## **YOUR PART**

**Bring to EEC:** To keep your diaper bag as light as possible, we ask that you bring the following to be left at the center. Please be sure to label everything with your child's name. A note will be sent home when your child's supply needs to be replenished:

Diapers/Baby Wipes

Formula/cereal/jar baby food with utensils

Kleenex

Diaper rash ointment & powder

12 mos. - PreK - bring small pillow & blanket for nap labeled with the child's name.

The EEC provides individual cribs and sheets for our infants - 12-month rooms; Beginning at 12 months and walking, students will be introduced to sleeping on a provided tri-fold mat.

A child not yet ready for solids must be fed a formula or diet approved in writing, signed, and dated by child's physician or parent, and updated as changes are made.

1. Bottles must be clearly marked with the child's name.
2. Bottles will never be propped; the child or an adult must hold the bottle.
3. Children up to six months of age will be held while being bottle-fed.
4. Children will be encouraged, but not forced to eat.

## COMMUNICATION AND SUPPORT

### QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher, EEC Director, or School Administrator. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

### PRAXI SCHOOL

**PRAXISCHOOL School Management Software** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success - all via the Internet!

**PraxiSchool Parent Portal** is a private and secure parent portal that will allow parents to view academic information specific to their child(ren), while protecting their child(ren)'s information from others. You can see your child's grades, attendance, homework, and conduct, as well as other useful school information. You can also communicate with teachers and other school staff on-line whenever necessary. Payments may be paid on-line.

When a family is fully enrolled, a log-in link to PraxiSchool is emailed to the parent. The link is time sensitive. If the link expires, please contact the school office and another link will be emailed. The school ID is 6411. Passwords can be re-set by the office staff if needed.

We look forward to your participation. Together we can continue to improve our children's academic development as well as communication between our school and your home.

### PARENT WORKSHOPS

FBCS provides Parent Workshops for both Elementary and Preschool parents. These are for **parents only**, and every parent should plan to attend. Your child's classroom curriculum and schedule will be discussed. The teachers will offer suggestions on how homework should be done and offer ways that parents can reinforce skills at home. Good communication between home and school begins with the workshops.

### PARENT PARTICIPATION

We ask you, as the parent, to participate in the day-to-day operations. Please inform us of anything that will be different in your child's daily schedule (i.e., medication, any teeth coming in, anyone else other than yourself picking up your child, etc.).

If ever you have questions or concerns about the care of your child, please feel free to discuss this with your child's classroom teacher and then the EEC Director.

## CONFERENCES

As parents and educators, we want the best possible working relationship between home and school. Our qualified staff is available to help you with questions about your child's progress, the curriculum, and school rules, policies, etc. You may call and make an appointment for a conference with your child's teacher through the school office. **Parents are encouraged to conference with the teacher before bringing an issue to the Administrator.**

A conference form will be filled out and signed by both parent and teacher at the end of the conference. This form is filed in the child's folder for future reference.

Parents may call teachers at school, and teachers will return calls during their conference time. The only time a teacher may be called at home is for the clarification of an assignment. **Telephone calls to teachers' homes shall not be to conference.** Teachers' home time is family time.

## CLASSROOM INTERRUPTIONS

No parents should be roaming the halls in search of their child/children or his/her teacher anytime during the school day. A teacher is directed to ask the parent if he/she checked in through the office before coming to the classroom. We are striving to avoid any kind of interruptions within the school day. A school day is already filled with a hectic schedule without interruptions from the outside. Conferences are encouraged between the parent and the teacher rather than just a "quick" follow-up" in the hallway or classroom regarding the child's behavior or work skills. If you feel you must speak to the teacher before school begins, please send a note with your child regarding your concern. The teacher will get in touch with you during her first break.

## FAMILY PARTICIPATION

As a support and extension of the family unit, FBCS & EEC considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed. We strive to support the family and respect parental authority and responsibility in all we do. We strongly encourage parental involvement. The staff works hard at communicating with parents to keep them abreast of their child's progress - academically, spiritually, and behaviorally. We are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school. We require family participation throughout the year. Each family is asked to earn a minimum of 10 points per year. A family representative may serve if a parent is unable to do so. The representative must be 18 years or older. Please be advised that some activities are **REQUIRED**. We know that you will enjoy participating in your child/children's school and will see such positive results that achieving the required points each semester will be easy. A family participation record can be found on Praxi. Hours will be verified by the office staff.

There are many volunteer opportunities which can count towards family participation hours. Each parent is encouraged to support and work on at least one of these activities:

Athletics Volunteer

Book Fair Worker

Christmas Parade (Building Floats)

Christmas Program (Preschool)

Spring Celebration Fundraiser

Kindergarten Graduation

6<sup>th</sup> grade Graduation

Poinsettia Sales

Reading Volunteer

Room Parent

Spring Performance

U.I.L.

Veterans Day Program

PTO

Driving and chaperoning may count toward volunteer hours *if you transport and monitor students other than your own.*

## **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization (PTO) is the council of FBCS & EEC parents working together to promote the ideals of the school, to encourage fellowship among families, and to support the various needs of the teachers and classes while nurturing each other in Jesus Christ.

All parents of FBCS & EEC are members of PTO and are encouraged to attend the PTO meetings. PTO operational cost is \$10.00 per family. You will be notified of these meetings.

The PTO works diligently with school events and classroom activities to help our students thrive!

## **SPECIAL PROGRAMS/PERFORMANCES**

### **FALL**

Veterans Day

Preschool Christmas Program

Elementary Caroling - around town

### **SPRING**

Athletic Recognition

Elementary Spring Performance

PreK Memory Verse Program

PE Showcase

Kindergarten Graduation

6<sup>th</sup> Grade Graduation

## **ASBESTOS MANAGEMENT PLAN**

As required by federal law, FBCS has had an Asbestos Management Plan in place since 1988. The school office maintains a copy of the plan if you wish to review it.

## **NO SMOKING ALLOWED ON THE FBCS & EEC PROPERTY!**

Use of tobacco products is prohibited on the FBCS property or any school-related activity off campus.

## **BULLYING POLICY**

Brenham's FBCS is committed to providing a safe and healthy school environment in which all students are treated fairly, with dignity and respect. Bullying may be verbal, written expression, expression through electronic means, or physical conduct. Students or parents may report an alleged incident of bullying to the Administrator or a staff member. The issue will be addressed.

## **MINIMUM STANDARDS**

FBCS & EEC is a Licensed Childcare facility. Our license is displayed in the EEC office for you to see. All inspection reports are posted in the EEC hallway. A copy of the minimum standards is available for you to review in the EEC Office and/or the FBCS Office. You can also view a copy of these standards from your local daycare licensing office on-line. The website is [www.DFPS.State.TX.US](http://www.DFPS.State.TX.US). You can also contact licensing at 979-731-0118. The Child Abuse & Neglect Hotline is 1-800-252-5400. A list of these offices is found on the Family and Protective Services website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or by calling the Child Care Information Line at 1-800-862-5252.

## **GANG FREE ZONE**

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. FBCS & EEC is a Gang-Free Zone.

## **CONTACT US**

During operational hours you may contact the School Administrator or EEC Director for any questions you have concerning the policies and procedures, any complaints, or compliments.

The First Baptist Church School & Early Education Center reserves the right to change policies in accordance with Texas Department of Family & Protective Services Rules Licensing Division.