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# FRISCO COMMUNITY BIBLE CHURCH PRESCHOOL

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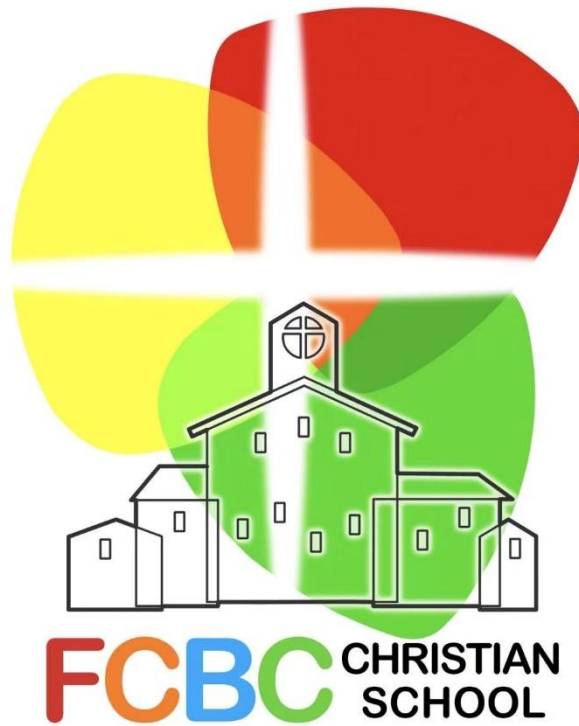
## 2024 - 2025 ENROLLMENT PACKAGE

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**Train up a child in the way he should go;  
even when he is old he will not depart from it.  
Proverbs 22:6**

教養孩童，使他走當行的道，就是到老他也不偏離。  
箴言 22:6



**Frisco Community Bible Church  
Preschool  
Policy Handbook  
2024 - 2025**



While it is our goal to address any and all situations that may arise, we recognize that no manual can cover all scenarios.

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## MISSION STATEMENT

Frisco Community Bible Church Preschool is a ministry of FCBC that seeks to provide a nurturing Christian environment in which every child can grow and develop spiritually, intellectually, emotionally, socially and physically. FCBC Preschool also serves as a support system for parents by providing quality care and educational guidance.

## CORE VALUES

### **Faith:**

It is crucial to our program to have well-trained teachers who are committed to loving and teaching children and are authentic Christian role models. It is our desire to develop the total child within the context of a Christian perspective to help each child become all God has created them to be. FCBC Preschool advocates faith development for all children through developmentally appropriate Bible teaching, which goes beyond facts and involves life application of the Scripture.

### **Family:**

Parents and families are an integral part of FCBC Preschool foundation. We believe it is vital to partner with families to provide effective Christian education for children. It is the desire of FCBC Preschool to see our parents involved and enjoying the program as much as the children.

### **Play:**

It is the primary way that children learn and develop ideas about the world. Play aids in the development of skills needed for critical thinking and leadership. Play also helps children become problem solvers and gain confidence in learning. We know that children learn best through play, so we follow each child's interests and decide the best approach to help prepare them for success in school. Play is not a break from learning-it is THE way young children learn.

### **Environment:**

FCBC Preschool believes in providing a secure, safe and well-equipped environment for children that enhances the teaching/learning process. This environment not only encourages safety and academics, but is a place for hands-on learning, creativity and developmental play. We have enhanced our environment by adding an outdoor classroom. The outdoor classroom is an extension of the indoor classroom and is considered another space for learning. It addresses the child as a whole (spiritually, physically, emotionally, cognitively, and socially.) It also provides an opportunity to integrate nature into the school day. FCBC Preschool provides age-appropriate teacher/child ratios to optimize the learning experience for each individual child, according to his/her learning style.



## PROGRAM INFORMATION

As a ministry of Frisco Community Bible Church, is a state licensed preschool that provides parents and children with many options for education. Our program provides quality preschool and education to children as young as 18 months of age. Our early childhood program focuses on the unique learning styles of each individual child. We know that children learn best through discovery-based exploration and hands-on experiences. Our teachers are qualified and well-trained individuals who facilitate stimulating lessons, which motivate a child to develop self-direction, independent thinking and executive function skills. Our classrooms provide a warm Christian environment of approval and appreciation. Teachers plan appropriate learning activities which encompass all aspects of learning including visual, auditory and kinesthetic.

## OUR CURRICULUM

**Is Biblically Based:** Each unit includes a Bible story and Bible thoughts. The same phrases and verses are repeated throughout the unit of teaching.

**Is Activity-Based:** Preschoolers are active learners and must be involved in activities that do not force all the children to do the same thing at the same time. Our activities allow children to learn through experience rather than simply listening.

**Provides Choices:** Preschoolers have the opportunity to choose which centers to work in, what to build with the blocks, or where to put the paint on their paper. Teachers provide an environment filled with unit-related choices and a child chooses what interests him/her.

**Allows Physical Development:** Because muscles are growing and developing, preschoolers need to be able to move about freely. Learning activities allow children to work a puzzle, draw a picture, play in the gym.

**Encourages Creative Expression:** As a teacher develops activities related to a unit theme, creative expression in art, writing, puzzles, music, and other activities belong to the child. Every child is creative. Each child is allowed to express himself and experiment with his/her own design rather than a teacher providing a "pattern" or assisting him with an art activity. The experience, rather than the finished product, is the goal. Children become confident as they use their own ideas.

**Includes Beginning Group Experiences:** While younger preschoolers will only be aware of themselves and their own activity (solitary play), they will eventually move to parallel play, and finally to group participation. Plans for group-time consider the age of the preschooler and his/her short attention span.

**Makes Learning Fun:** When preschoolers are allowed to move around, express their own creativity, and choose what interests them, they will be successful, relate positively to others, and enjoy learning.

**Invites Conversation:** Preschoolers learn through simple conversations about God, the world He made, and how to treat each other.



## REGISTRATION/ADMISSIONS

FCBC Preschool accepts children ages 18 months through PreK (as of September 1st). FCBC Preschool 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 on the basis of race, color, national and ethnic origin in administration of its educational policies, enrollment policies, scholarship programs, and other school administered programs.

FCBC Preschool may not have provisions available for students requiring special education. Our school may not have the ability to consistently provide “one-to-one” care, nor have the resources or physical facility to handle behavior differences. Children with special needs will be considered on an individual basis and admitted or enrolled only as our capabilities allow.

### Our Program and Schedules:

<b>Early Morning Care from Monday to Friday 7:45am-9:30am</b>		
<b>18-23 month olds (Toddler)</b>	<b>5 days (Monday to Friday)</b>	<b>9:30am-2:15pm</b>
<b>2 year olds (Early Preschool)</b>		
<b>3 year olds (Preschool)</b>		
<b>4 year olds (PreK)</b>		
<b>Extension Hours for after school children: Monday to Friday 2:15pm-5:30pm</b>		

We accept children ages 18 months through 23 months in our 5 days program. 2 years old by September 1<sup>st</sup> 2024 can register for Toddler Class, Potty trained children, 3 and 4 years old by September 1<sup>st</sup>, can register for our Preschool and PreK program. All children are accepted without regard to race or religion. Children with special needs will be considered on an individual basis and admitted as our capabilities allow.

Completed enrollment forms and a NON-REFUNDABLE Registration Fee are required for enrollment. Updated immunization records should be turned into the school office.

Registration for the following school year takes place in January for current students and their siblings. Returning students have priority for registration, if completed by the deadline. Open Registration for new students begins in late January. When classes are full, applicants are placed on a waiting list. Current students and siblings placed on the waiting list are given priority.

## CALENDAR

FCBC Preschool is open from August 12, 2024 through May 21, 2025, excluding school holidays and inclement weather days. Our program will follow the Frisco Independent School District (FISD) calendar for holiday closings. During inclement weather, we follow Frisco ISD on school closings or delays. If FISD is delayed two hours, FCBC Preschool is delayed two hours. If FISD is closed, FCBC Preschool is closed. Please follow the news stations for FISD information. A detailed school calendar is posted on our website.



## TUITION/FEEES/WITHDRAWAL

**Annul Registration/Supply fees are NOT refundable.**

**Annul Registration/Supply fees do NOT apply toward any month's tuition.**

Our Annul registration fee is equal to one month's tuition. This fee is per child. No discount is given on registration fees for multiple children.

Annual tuition has been divided into ten equal payments to be paid out during the school year. Tuition rates will not be prorated for holidays or other absences. Our primary method of payment is Zelle to [children@friscocbc.org](mailto:children@friscocbc.org).

Monthly tuition payments are due the first day of each month and become past due after 12pm on the fifth of each month. A \$20 fee will be assessed if payment is received after the fifth day of the month.

Payment is expected for all children enrolled whether present or not. Space is reserved for enrolled children. Thus, to hold that space, payment must be made regardless of attendance. This includes illness, holidays, inclement weather days, vacations etc. The Director must approve any exceptions. Should the preschool, or an individual classroom, need to close for any reason, tuition will not be refunded or reduced for closures of less than a month period. If the closure extends beyond two weeks, tuition drafts will cease until FCBC Preschool resumes. FCBC Preschool reserves the right to prorate the child's account upon return or refund the prorated tuition. The two-week grace period is nonrefundable. Refunds will not be made for absences.

### Withdrawal:

If you withdraw your child/ children during the course of the year, there is a 30-day paid notice of withdrawal or one month's tuition will be charged from the date of your written notice to [preschool@friscocbc.org](mailto:preschool@friscocbc.org). (We do not accept **VERBAL** notification).

### Delinquent Accounts:

Accounts that are 30 days delinquent will require withdrawal of the child/children unless appropriate arrangements have been made with the Preschool Director.

## ARRIVAL/DEPARTURE

Arrival: FCBC Preschool is open from 7:45 a.m. to 5:30 p.m., Monday through Friday.

Drop off and pick up times will be staggered. When dropping your child off, please wait for an FCBC Preschool staff member to greet your child at the drop off station. Please do not leave your child unattended at any time while waiting in line. Our regular school class begins at 9:30am. Parents who are late may have to wait for an office staff member to escort their child to class. These procedures are in place to keep children safe.

Departure: Picking up your child on time should be a priority. Children will be released only to parents or person(s) listed on the enrollment forms who have proper identification. People other than a parent or authorized person(s) listed on the enrollment form picking up a child must provide their driver's license,





which we will copy and keep that on file.

Picking Up Early: If you plan to pick your child up from school early, please notify teachers at drop off, or notify school office staff. Notifying the teachers in advance will allow teachers to have your child ready. For classrooms that nap, we try our best not to disturb the children during naptime.

Cell Phone Usage: Proper communication between teacher and parent is a priority at FCBC Preschool. In order to have optimum communication we ask parents to refrain from using their cell phones during drop off and pick up.

Late Pick-up Fee: Children who are not picked up by 2:40pm with the regular school hours and 5:40pm if join in after school program (i.e. Extension Hours) will be escorted to the office. A fee of \$5 per child per minute will be assessed depending on your assigned pick-up time. This fee is applied regardless of the designated pick-up person.

Drop Off options:

1. Park in the parking lot and walk to meet teachers at the church door.
2. Stop in front of the church door and walk to meet teachers at the church door. Please prepare your child's daily necessities so that the teacher can pick up the child quickly and avoid traffic jams.

Dismissal options:

1. Park in the parking lot and walk to meet us at the church door to receive your child from his/ her teacher.
2. Stop in front of the church door and walk to meet teachers to receive your child from his/ her teacher. Please pick up your child and move the car quickly to avoid traffic jams.

## **HEALTH AND MEDICAL INFORMATION**

### **Immunization Record and Health Care Professional Statement**

A complete, accurate, and up-to-date Immunization Record along with a Health Statement from your health care professional must be provided to FCBC Preschool. The Health Statement should state your child has been examined within the past year and is able to participate in the FCBC Preschool program. These documents must be on file in the office by August 1, 2024. Your child's start date will be delayed until we receive updated immunization records. No exceptions will be made to this rule. Immunization records must be kept current. If your child is unable to receive an immunization, a notarized vaccine exemption form must be on file. The staff at FCBC Preschool is encouraged but not required to have immunizations against flu, COVID, pertussis and chicken pox. All names and phone numbers of parents, emergency contacts, and the child's doctor must be kept current by the parents. If there is not a number listed for a doctor, an emergency room doctor will be called in the event of an emergency. In the event of an accident or emergency, the child's parents will be notified immediately after attending to the welfare of the child. A copy of the Injury/Illness Report form is available in the office, and a parent's signature is required on this form. The Department of Health and Human Services requires that each 4 & 5-year-old have a hearing and vision screening. The Health Department requires a screening and professional examination by a licensed or certified screener for possible hearing and vision problems for every child who turns four by September 1<sup>st</sup>. Hearing and Vision screening results must be on file within 120 calendar



days of admission for every child.

### **Medication/Sunblock/Insect Repellent**

FCBC Preschool teachers may not administer medications to any child without written instructions from parents. A medication authorization form must be completed for any medication. Medication must be clearly labeled with the child's full name; in the original container and with the date it was brought to the center. Medication will only be given as stated on the label directions, unless otherwise noted by the child's health-care professional. EPI Pens are included as medication and must have an Allergy Emergency Care Plan form (Attached). All forms must be updated annually. An Allergy Emergency Care Plan form is provided by your child's allergy doctor and must be on file at the school if your child has any type of diagnosed allergy. If you have any questions, please contact [preschool@friscocbc.org](mailto:preschool@friscocbc.org). If a parent supplies over the counter powders, creams, ointments or lotions, permission to use is implicit.

### **Illness**

Your child's health is important to us. For the protection of your child, as well as others, children must not be brought to FCBC Preschool if they are ill. Children should be kept home if any of the following symptoms/conditions exist or have existed in the past 24 hours:

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Any symptoms of usual childhood disease
- Common cold, with excessive cough or nasal discharge (yellow or green)
- Sore throat
- Croup
- Any unexplained rashes
- Any skin infections (boils, ringworm, impetigo, etc.)
- Suspected mononucleosis
- Pink eye or matted eyes
- Exposure to someone with Covid
- Any communicable disease
- Lice

If your child develops a fever or any other symptoms while at FCBC Preschool, you will be notified to pick up your child immediately. We reserve the right to notify parents if their child displays symptoms other than those listed above (headache, earache, etc.) and does not feel well enough to participate in classroom activities. Children who are ill will be isolated and given appropriate care until a parent/guardian arrives. It is important that you pick up your child promptly. A late fee of \$20 will be assessed if the child is not picked up within 30 minutes from when notified by FCBC Preschool.

Please notify the School Office Staff and/ or Director if your child is ill with a communicable disease such as: Fifth's Disease, Hand Foot and Mouth Disease, Impetigo, Lice, Mono, Pink eye, Scabies, Flu, Measles, Hepatitis, Chickenpox, Strep Throat, Whooping cough, COVID or any other communicable disease. FCBC Preschool reserves the right to request a written permission slip from the child's physician before your child can return to our program. Parents will be notified within 48 hours if a child or caregiver contracts a disease deemed notifiable by the Texas Department of State Health Services as specified in 25 TAC 97, subchapter A.



FCBC Preschool reserves the right to request a written permission slip from the child's physician before your child can return to our program. Please let your judgment err on the side of caution, as we know you would like other parents to be as considerate of your child. We hope these precautions will help FCBC Preschool have a healthy environment for all children.

### **Lunch and Food Allergies**

Parents are responsible for bringing a lunch as well as a beverage for snack-time and lunch time. Please be aware that **WE ARE A NUT-FREE FACILITY**. Due to children with severe nut allergies, we cannot allow nut products of any kind including soy butter, almond butter or any other peanut butter-looking products. We also ask that you look at labels and do not bring foods that were packaged in a facility that processes nuts. Parents must provide a nutritional snack to be served at snack time. If your child has a known food allergy that has been diagnosed by a health-care professional, you must have a food allergy emergency plan in your child's file at the school. The food allergy emergency plan must be prepared by your child's health care provider and signed and dated by both the health care provider and the parent. The food allergy plan must include:

1. A list of each food the child is allergic to
2. Possible symptoms if exposed to a food on the list
3. The steps to take if the child has an allergic reaction
4. Photo of the child

### **Nutrition**

Pack your child's snack and lunch in different containers and label them accordingly. A 24-hour notice is required for any "special" snack/lunch sent in from parents for students to share. This allows time for teachers to post an Allergy Alert outside the classroom door, which is a requirement of The Department of Health and Human Services.

According to state guidelines, a child's lunch should include something from each of the four basic food groups. All lunches must be ready to eat. The only foods we will heat are bottles and baby food. The Texas Department of Health and Human Services requires that water be offered during all snacks, meals and after physical activities. Therefore, every child needs to bring a spill proof water bottle labeled with their first and last name. **NO GLASS CONTAINERS** and **NO GLASS WATER BOTTLES**. Keep in mind preschoolers easily choke on peanuts, popcorn, uncut grapes, uncut hot dogs, pineapple chunks, and hard candy. Please do not send soda or candy. Sugar and caffeine may cause undue hyperactivity before naptime. Teachers will not serve a child any foods that are identified on the child's food emergency plan. FCBC Preschool is not responsible for the nutritional value of your child's lunch or for meeting your child's daily food need.

## **TOILET TRAINING**

When a child is physically and intellectually ready, they learn to use the toilet. During this stage of development, parents and teachers work together. It's important to bring a supply of underwear, clearly labeled with your child's name, as well as multiple changes of clothing, socks, and shoes.

If the classroom is not equipped with toilets, parents will be required to bring Pull-Ups. Children who are not fully potty trained are required to wear Pull-Ups while at school. However, children will not be forced to use the toilet at any time.



It's important to note that all PreK Class students (ages 4 and up), Preschool class students (ages 3-4) must be potty trained. This means that your child should wear underwear, verbalize the need to go in advance, pull down/up their underwear/pants without assistance, and wipe independently. Please dress your child in clothes that they can manage independently, such as those with an elastic waistband. Snaps and buttons are often too difficult for children to manage alone. Classrooms for older children are not designed with changing tables and are not equipped for children who are not potty trained. Although accidents are anticipated, children ages 3, 4, and 5 years of age (**as of September 1<sup>st</sup> 2024**) are expected to be potty trained.

If your child is enrolled in a 3-5 year old Preschool or PreK program and is not potty trained when school starts, the school is suggesting your child to enroll in the Toddler Class until your child is fully potty trained.

## **ABUSE**

The State of Texas is a mandatory reporting state with regards to abuse. All FCBC Preschool personnel are required by law to report all suspected cases of child abuse or neglect and attend annual training. Any such abuse will not be tolerated by an employee towards a child, parent, or any other staff member. At FCBC Preschool, our goal is to provide a safe, nurturing environment for children, and our staff has been trained to recognize the warnings signs of abuse. If you have concerns, please notify the Director immediately or contact the Texas Department of Protective and Regulatory Services at <https://www.dfps.state.tx.us>, or the Collin County Child Advocacy Center, 2205 Los Rios Blvd, Plano, TX 75074 or by phone at (972) 633-6600, (<https://www.caccollincounty.org/>)

## **BEHAVIOR MANAGEMENT**

We believe discipline and guidance should be loving, consistent, and based on understanding individual needs and development. Young children need the experience of interacting with other children on a consistent basis. Learning how to take turns and cooperate with others is an ongoing process for young children, and consequently, aggressive behaviors will occur (i.e. hitting, yelling, name calling, biting, pinching, kicking, etc.). Although we do not allow this behavior to persist, we acknowledge the fact that it does take time for a child to learn more appropriate ways of expressing anger and frustration (i.e. using appropriate words to express feelings). While helping a child deal with these issues, we may need to provide one-on-one supervision. This supervision will be provided at the expense of the parent. If parents are unwilling to pay for the one-on-one supervision, the child may not be allowed to remain at the preschool.

FCBC Preschool maintains these rules of conduct for each classroom. To minimize inappropriate behavior, we use age-appropriate lesson plans that provide a variety of hands-on activities, low teacher-child ratios, and positive guidance. However, any behavior considered inappropriate will first be redirected in a positive manner. If this fails and the behavior continues and could be harmful to the child, harmful to another child, or destroy property, further disciplinary actions will be warranted. A "time-out" will be used if a child continues with repeated inappropriate behavior and chooses to ignore the teacher's directions. A time-out will last, in minutes, no longer than the child's age (i.e. a 3-year-old will be in time out three minutes). We will always try to work as a team with parents to make a child successful in the classroom. Corporal punishment or threats of corporal punishment, and abusive or profane language are prohibited on the premises. Please refer to Appendix 1 for a complete discipline and guidance policy.



FCBC Preschool reserves the right to dismiss a child, upon two weeks' notice, for serious behavior problems and/or aggressive behaviors. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

## **BITING POLICY**

Biting is a normal stage of development for young children who are teething and still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. At FCBC Preschool we do our best to prevent biting occurrences. However, when biting occurs, teachers are trained to take action helping the child bitten as well as the biter. If staff members have tried all preventative steps and the child continues to bite routinely, the director or School Office Staff will call the parent to pick up the child for the remainder of the day. Chronic biting may require that a child be suspended from enrollment for a period of time (days, weeks, etc.). If a child is suspended the parent should be informed that the child may return to the center as soon as the biting is abated. If the child returns to the center, continues to bite, and is endangering other children, the child may be dismissed from the program.

FCBC Preschool reserves the right to dismiss a child, upon two weeks' notice, for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

## **PERSONAL BELONGINGS**

Dress your child in comfortable clothes, remembering that children will experience messy activities at school. Closed toed shoes are highly recommended for both outdoor playground and gym activities. All children need to bring a complete change of clothing, including shirts, pants, socks, underclothes and shoes. Extra changes of clothing need to coincide with the season (i.e. shorts in warm weather, long pants in cool weather). Make sure these items are clearly labeled and brought each day. If a child soils their clothing, they will be changed, and the soiled clothing will be sent home for washing. We go outside during cool weather, coats are a necessity during winter.

Children in toddler and 2-year-old classes (excluding children in the Infant Program) need to bring a nap mat, blanket, or sleeping bag for rest time every day. Bring nap mats in a plastic bag. Younger children need to bring a diaper bag stocked with disposable diapers, wipes, an extra change of clothing, bibs, pacifiers (if needed), baby spoon, and bottles needed for the day. All bottles need to be brought ready for feeding. Per the Texas Department of Family and Protective Services, all bottles need to be labeled with the child's full name. If bottles are not labeled, staff will use a permanent marker to label it. For children who wear diapers or Pull-Ups, a supply of at least 3-4 diapers should be provided for the daily needs of the child. Diapers should be labeled with the child's name. Diaper rash ointment and lotion must be provided, if necessary, and labeled with the child's name.

Do not allow your child to bring toys from home unless there is a special day planned and your child is asked to bring a specific item. Special toys may be lost or broken. It is easier for your child to take turns, which is the groundwork for learning to share, with the toys we provide. The activities planned by your child's teacher support the overall theme of the day.



## **BIRTHDAYS & OTHER CELEBRATIONS**

Birthday invitations may only be handed out in school if every student in the class is being invited. Birthday snacks or treats are permitted and must be store bought. Teachers must be notified at least one school day prior to making special arrangements in the class schedule, as well as notify the parents of children with allergies.

## **OUTDOOR CLASSROOM/PLAYGROUND**

Active play is both important and vital for children. Please dress children appropriately for outdoor and indoor playtime. Closed toe shoes are best for our outdoor play surfacing. Weather permitting, children will go outside each day. Please provide jackets, coats, etc. during cool weather.

## **PHOTOGRAPHY/ VIDEO CONSENT**

FCBC Preschool sometimes takes photographs or video(s) during normal day-to-day activities or special events. These images may appear in newsletters or publications, on our website, or on our YouTube Channel. These images may also be used in local media or for promotional purposes. Photography of enrolled children and the use of images of enrolled children at FCBC Preschool require parental permission.

## **PARENT CONCERNS**

If at any time you feel the need to discuss any questions or concerns about our program, feel free to stop by the office or make an appointment with the Director or Office Staff. Parents may review a copy of the minimum standards, the most recent licensing inspection report, or contact the local state licensing authority, The Department of Health and Human Services, at 550 E. 15th Street, Suite 120, Plano, TX 75074 or by phone at (800) 862-5252. The Texas Department of Health and Human Services hosts a child abuse hotline at 1-800-252-5400.

Should a parent have a conflict with another parent, please bring it to the attention of the Director. She will be happy to handle the situation or mediate a meeting. Confronting another parent at FCBC Preschool is not condoned.



## **APPENDIX 1**

### **DISCIPLINE AND GUIDANCE POLICY AT FCBC PRESCHOOL**

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
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.

There must be no harsh, cruel, or unusual treatment of any child. The following types 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;
9. Requiring a child to remain silent or inactive for inappropriately long periods of time.



## APPENDIX 2

### NUTRITIOUS FOOD RECOMMENDATIONS

#### BEVERAGES:

- Bottled Water
- 100% Fruit Juice
- Milk (non-fat, low-fat, or plain)

#### SNACKS:

- Cheese Sticks
- Pretzels
- Carrots
- Celery
- Cucumber Slices
- Grapes (cut up)
- Oranges
- Strawberries
- Apple Slices
- Animal Crackers
- Graham Crackers
- Wheat Crackers
- Goldfish
- Chex Mix
- Popcorn, 94% fat free
- Applesauce
- Trail Mix
- Granola Bars
- Bananas

#### LUNCH:

- Cheese Sticks and Deli Meat
- Turkey and Cheese Wrap
- Pasta with Chicken and Veggies
- Bagel with Cream Cheese
- Boiled Eggs
- Pepperoni, Cheese, and Crackers
- Greek Yogurt with Granola and Berries
- Grilled Chicken Strips
- Cheese and Ham Quesadillas
- Pita Bread and Hummus





## FCBC Preschool 2024-2025 Calendar

We observe all Frisco ISD school holidays and bad weather days. Our starting date, ending date, and date we return to school after holidays are aligned with the Frisco Independent School District (Frisco ISD) schedule, so please [check the](#) FCBC Preschool 2024-2025 Calendar.

Time	Event	Memo
8/7 (Wed)	Teachers' Orientation	No School
8/9 (Fri)	Open House	10am-12pm
8/12 (Mon)	The First Day of School	Fall Semester Starts
9/2 (Mon)	Labor Day Holiday	No School
9/3 (Tue)	FISD Holiday	No School
10/11 (Fri)	Columbus Day Holiday	No School
10/14 (Mon)	FISD Holiday	No School
10/18 (Fri)	Harvest Game Day	<b>NORMAL SCHOOL HOURS</b>
11/1,4,5 (Fri – Tue)	FISD Holiday	No School
11/25-29 (Mon – Fri)	Thanksgiving Break	No School
12/20 (Fri)	Christmas Show**	<b>Fall Semester Ends* (NO EXTENSION HOURS)</b>
<b>Winter Break</b>		
1/6 (Mon)	Teachers' Orientation	No School
1/7 (Tue)	School Resume	Spring Semester Starts
1/20 (Mon)	MLK Holiday	No School
2/14-17 (Fri – Mon)	President's Day Holiday	No School
3/17-21 (Mon – Fri)	Spring Break	No School
4/17 (Thu)	Easter Egg Hunt	<b>NORMAL SCHOOL HOURS</b>
4/18 (Fri)	Good Friday	No School
5/21 (Wed)	Graduation day**	<b>Last Day of School* (NO EXTENSION HOURS)</b>
5/22-23 (Thu – Fri)	Bad Weather make up days	(TBA)

\*\*Required parents' participation



## APPENDIX 4

### WHAT TO BRING (ALL ITEMS MUST BE LABELED)

- Lunch
- 2 beverages (1 for lunch and 1 for after school snack if needed) or a water bottle we can refill if needed
- Nap mat (Toddlers and 2yr only)
- A backpack with 2 COMPLETE changes of clothes. (Including underwear, socks, and 1 pair of shoes)
- Wipes, diapers / pull-ups, if needed



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# FRISCO COMMUNITY BIBLE CHURCH PRESCHOOL

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## 2024 - 2025 ENROLLMENT PACKAGE

10055 Warren Parkway, Frisco, TX 75035  
469-362-5588 | Text: 469-927-8252 | [preschool@friscocbc.org](mailto:preschool@friscocbc.org)



# 2024-2025 FCBC Preschool Registration Checklist

- Please have \$550 for registration fee made out to [children@friscocbc.org](mailto:children@friscocbc.org) (Zelle Only) make sure you put your child's name in the memo line (For example: John Smith Preschool Reg fee).
- Fill Out all Documents in this Enrollment Package - Signature and Date required.
- Food Allergy Action Plan (if needed)
- Please make sure you have included the following documents with SECTION 3: Medical Information
  - A copy of Immunization Records or Notarized State Exemption Form (If on delayed immunization schedule, we must have the delayed schedule written and signed and dated by child's doctor.)
  - Health Care Professional Statement - Signature and Date required.
  - Vision/Hearing Screening Results (Required for 4/5-year-olds only)

(If you can't return the form at the time of Registration, please feel free to take it out for your Child's Primary Doctor, and return to the school no later than September 30<sup>th</sup>)



# Frisco Community Bible Church Preschool 2024 - 2025 REGISTRATION FORM

Child is registered when this form and registration & supply fee have been received.

**REGISTRATION & SUPPLY FEE is NON-REFUNDABLE.** Please Zelle us the payment at [children@friscocbc.org](mailto:children@friscocbc.org) and **note child's name and tuition month in memo field.** (For example: **John Smith – Registration and August**)

- Annual Registration Fee (non-refundable) is \$550, include supply fee.
- Early Morning Drop for all 5 days programs (Mondays to Fridays 7:45am-9:30am) is \$220/month.
- 18 months-23 months (as of 9/1/2024), \$550/month (Mondays to Fridays 9:30am-2:15pm), with \$550 Annual Registration Fee including Supply Fee
- 2 years (as of 9/1/2024), \$550/month (Mondays to Fridays 9:30am-2:15pm), with \$550 Annual Registration Fee including Supply Fee
- 3 years (as of 9/1/2024), \$550/month (Mondays to Fridays 9:30am-2:15pm), with \$550 Annual Registration Fee including Supply Fee
- 4 years (as of 9/1/2024), \$550/month (Mondays to Fridays 9:30am-2:15pm), with \$550 Annual Registration Fee including Supply Fee
- Extension Hours for all 5 days programs (Mondays to Fridays 2:15pm-5:30pm) is \$330/month.

<b>SECTION 1: ADMISSION INFORMATION</b>		
Child's English Name	Chinese Name	Date of Birth (MMM/DD/YYYY)
Child's Home Address		
Mother's Name	Mother's Email	Christian: <input type="checkbox"/> Yes or <input type="checkbox"/> No Church:
Father's Name	Father's Email	Christian: <input type="checkbox"/> Yes or <input type="checkbox"/> No Church:
List telephone numbers below where parents/guardian may be reached while child will be in care:		
Mother's Telephone No.	Father's Telephone No.	Guardian's Telephone No.
<b>Emergency Contacts (Other than Parents):</b>		
I hereby authorize the Preschool at FCBC to contact the following person/s in case of emergency, if parent/guardian cannot be reached:		
1. Name	Relationship to Child: Telephone No.:	Address:
2. Name	Relationship to Child: Telephone No.:	Address:
<b>Pick up Authorization (other than a parent):</b> I hereby authorize the Preschool at FCBC to allow my child to leave the facility ONLY with the following person/s after verification of picture ID.		
1. Name and Relationship:	Telephone No.:	Driver's License No.:
2. Name and Relationship:	Telephone No.:	Driver's License No.:

- Does your child have any allergies?  Yes  No. If yes, what is your child allergic to? \_\_\_\_\_
- Does your child have an epi pen?  Yes  No.  
(If your child has an allergy plan, please also fill out the Food Allergy Action Plan Form attached on section 5.)
- List any other special problems that your child may have, such as existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, or any other information which caregivers should be aware of. \_\_\_\_\_

**I acknowledge that all of the information provided on this form is true and correct to the best of my knowledge.**

**Signature - Parent or Legal Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Sign  
and Return**



**SECTION 2: ABOUT ME**

**This information is confidential and is intended for your child's teacher to better understand your child.**

<b>Child Name:</b>	<b>Nickname(s):</b>	<b>DOB:</b>
<b>Mom's Name:</b>		<b>Phone #:</b>
<b>Email:</b>		
<b>Dad's Name:</b>		<b>Phone #:</b>
<b>Email:</b>		
<b>Sibling(s) Name and Age:</b>		
<b>Any Pet(s) at home?</b>		
<b>Where I go to Church (if any):</b>		
<b>Has your child previously attended a preschool?</b>		
<b>Does your child have any food restrictions?</b>		
<b>How well does your child eat? <i>Little / Some / Slowly / Feeds Himself or Herself / Other (Pls. state)</i></b>		
<b>What are your child's sleep patterns? <i>Wake up: _____ Nap Time: _____ Go to bed: _____</i></b>		
<b>How does your child indicate bathroom needs? <i>Potty / Pee / Poo / Other (Pls.state)</i></b>		
<b>What is your child's favorite toy(s) / Music / Others?</b>		
<b>Does your child have any problems with mood or behavior?</b>		
<b>Does your child use special comforting items? <i>Blanket / Stuffed Animal / Doll / Other (Pls. state)</i></b>		

**What makes your child.....**

Laugh	Cry
Afraid	Mad

**Anything else you want the teachers to know.**

**Please Fill Out and Return**

<b>SECTION 3: MEDICAL INFORMATION</b>			
<b>Student Name:</b>	<b>Date of Birth:</b>	<b>Father's Name:</b>	<b>Mother's Name:</b>
<b>Family Doctor's Name:</b>		<b>Doctor's Phone:</b>	
<b>Medical Center:</b>			
<b>Location:</b>			
<b>Medical Insurance Carrier:</b>		<b>ID/ Policy #:</b>	
<b>Allergies/ Other health concern:</b>			
<b>Medical restrictions or allergic reactions due to medications:</b>			
<b>Medical Authorization:</b>			
<p>I hereby give my permission and such emergency medical care or dental treatment as my child might require while under FCBC Preschool supervision. Every effort will be made to notify parents and to contact the physician or dentist immediately. I agree to pay all the costs and fees for any emergency treatment for my child as authorized under this consent. I release the FCBC Preschool and FCBC from liability for action taken pursuant of this release.</p>			
_____		_____	
<b>Signature – Parent or Legal Guardian</b>		<b>Date</b>	

<b>IMMUNIZATION and SCREENING RECORD:</b>
<input type="checkbox"/> I have attached the Preschool at FCBC with a copy of my child's most current immunization record. <input type="checkbox"/> I have attached a copy of Vision and Hearing Screening – Child 4 years of age and older.

<b>ADMISSION REQUIREMENT:</b>
<p>Please present one of the following when your child is admitted to the childcare within one week of admission.  <b>(Please check only one option)</b></p> <p>1. <input type="checkbox"/> <b>HEALTH-CARE PROFESSIONAL'S STATEMENT:</b> I have examined the above named child within the past year and find that he / she is able to take part in the day care program.</p>
_____
<b>Health Care Professional's Signature</b>
_____
<b>Date</b>
<p>2. <input type="checkbox"/> A signed and dated copy of a health care professional's statement is attached.</p>
<p>3. <input type="checkbox"/> My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 10 months of admission, I will obtain a health care professional's signed statement and will submit it to the child-care operation.</p>

Please Sign and Return

Child's Name: \_\_\_\_\_



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**SECTION 4: CONSENT INFORMATION**

**Receipt of written Preschool School Policy Handbook**

I acknowledge receipt of the school's policies, including those for:

<input type="checkbox"/> Mission Statement & Core Values	<input type="checkbox"/> Program Information
<input type="checkbox"/> Our Curriculum	<input type="checkbox"/> Registration / Admissions
<input type="checkbox"/> Calendar	<input type="checkbox"/> Tuition/Fees/Withdrawal
<input type="checkbox"/> Arrival/Departure	<input type="checkbox"/> Health And Medical Information
<input type="checkbox"/> Toilet Training	<input type="checkbox"/> Abuse
<input type="checkbox"/> Behavior Management	<input type="checkbox"/> Biting Policy
<input type="checkbox"/> Personal Belongings	<input type="checkbox"/> Outdoor Classroom / Playground
<input type="checkbox"/> Photography / Video Consent	<input type="checkbox"/> Parent Concerns

**Parent or Legal Guardian Signature and Date:** \_\_\_\_\_

**Policy Handbook and Health & Safety Policy Guidelines Acknowledgement**

I acknowledge that I have read and understand the policies and procedures in the Frisco Community Bible Church Preschool Policy Handbook. I understand that I can access it at any time during the school year on the Frisco Community Bible Church Preschool website.

I acknowledge that I have read and understand the information in the Health & Safety Policy Guidelines. I understand that I can access it at any time during the school year on the Frisco Community Bible Church Preschool website.

I understand that I can be provided with a hard copy of either document from the FCBC Preschool office upon request at any time. I also understand that I can request an email copy of either document from the FCBC Preschool office at any time.

\_\_\_\_\_  
**Parent or Guardian Name (please print)**

\_\_\_\_\_  
**Signature - Parent or Guardian**

\_\_\_\_\_  
**Date**

**Please Sign and Return**

**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 the 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 includes 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 away from the group, when appropriate for the child's age and development.
  
- ✧ There must be no harsh, cruel, or unusual treatment of any child. The following types 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;
  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 L, Discipline and Guidance*

My signature verifies I have read and understand this discipline and guidance policy:

\_\_\_\_\_ **Parent or Guardian Name (please print)**

\_\_\_\_\_ **Signature - Parent or Guardian**

\_\_\_\_\_ **Date**

**Please Sign and Return**

**Parent Agreement & Permission****1. School Policy Agreement:**

I have received the Frisco Community Bible Church Preschool Policy and agree to abide by all of the policies.

\_\_\_\_\_  
**Signature - Parent or Guardian**

\_\_\_\_\_  
**Date**

**2. Video / Photography Permission:**

I authorize the use of photographs, videos and class work of my child for church use and school publicity via social media, online or print platforms affiliated with Frisco Community Bible Church Preschool.

\_\_\_\_\_  
**Signature - Parent or Guardian**

\_\_\_\_\_  
**Date**

**3. Class Directory Permission:**

I give permission for the following checked items to be published in a school directory:

- Child's Name
- Parents' Names
- Address
- Phone number(s)
- Email Address(es)
- Child's birthday

\_\_\_\_\_  
**Signature - Parent or Guardian**

\_\_\_\_\_  
**Date**

**Please Sign and Return**

**SECTION 5: FOOD ALLERGY ACTION PLAN**

**If your child has a Food Allergy Action Plan, please fill out this form (2 pages in total).**



# FARE.

Food Allergy Research & Education

## FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

**PLACE  
PICTURE  
HERE**

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Allergic to: \_\_\_\_\_








Weight: \_\_\_\_\_ lbs. Asthma:  Yes (higher risk for a severe reaction)  No

**NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.**

**Special Situation/Circumstance - If this box is checked, the child has an extremely severe allergy to the following food(s)** \_\_\_\_\_

**Even if the child has MILD symptoms after eating (ingesting) this food(s), Give Epinephrine immediately.**





For **ANY** of the following  
**SEVERE SYMPTOMS**

 <b>LUNG</b> Shortness of breath, wheezing, repetitive cough	 <b>HEART</b> Pale or bluish skin, faintness, weak pulse, dizziness	 <b>THROAT</b> Tight or hoarse throat, trouble breathing or swallowing	 <b>MOUTH</b> Significant swelling of the tongue or lips
 <b>SKIN</b> Many hives over body, widespread redness	 <b>GUT</b> Repetitive vomiting, severe diarrhea	 <b>OTHER</b> Feeling something bad is about to happen, anxiety, confusion	<b>OR A COMBINATION</b> of symptoms from different body areas

▼ ▼ ▼

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
  - Consider giving additional medications following epinephrine:
    - » Antihistamine
    - » Inhaler (bronchodilator) if wheezing
  - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
  - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
  - Alert emergency contacts.
  - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return

## MILD SYMPTOMS

 <b>NOSE</b> Itchy or runny nose, sneezing	 <b>MOUTH</b> Itchy mouth	 <b>SKIN</b> A few hives, mild itch	 <b>GUT</b> Mild nausea or discomfort
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**FOR MILD SYMPTOMS FROM MORE THAN ONE BODY SYSTEM, GIVE EPINEPHRINE.**

**FOR MILD SYMPTOMS FROM A SINGLE BODY SYSTEM (E.G. SKIN, GI, ETC.), FOLLOW THE DIRECTIONS BELOW:**

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

## MEDICATIONS/DOSES

Epinephrine Brand or Generic: \_\_\_\_\_

Epinephrine Dose:  0.1 mg IM  0.15 mg IM  0.3 mg IM

Antihistamine Brand or Generic: \_\_\_\_\_

Antihistamine Dose: \_\_\_\_\_

Other (e.g., inhaler-bronchodilator if wheezing): \_\_\_\_\_

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ HEALTHCARE PROVIDER AUTHORIZATION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Form provided courtesy of **Food Allergy Research & Education (FARE - FoodAllergy.org)** - January 2023




# FARE.

Food Allergy Research & Education

## FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

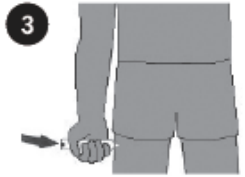
**HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO**

1. Remove Auvi-Q® from the outer case. Pull off red safety guard.
2. Place black end of Auvi-Q® against the middle of the outer thigh.
3. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
4. Call 911 and get emergency medical help right away.



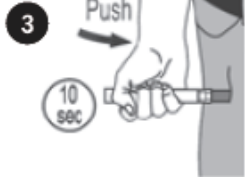
**HOW TO USE EPIPEN®, EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN**

1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, remove the blue safety release by pulling straight up.
3. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.




**HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENACLICK®), USP AUTO-INJECTOR, AMNEAL PHARMACEUTICALS**

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip. Grasp the auto-injector in your fist with the red tip pointing downward.
3. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh. Press down hard and hold firmly against the thigh for approximately 10 seconds.
4. Remove and massage the area for 10 seconds. Call 911 and get emergency medical help right away.




**HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES**

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, pull off the blue safety release.
3. Place the orange tip against the middle of the outer thigh at a right angle to the thigh.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



**HOW TO USE SYMJEPi™ (EPINEPHRINE INJECTION, USP)**

1. When ready to inject, pull off cap to expose needle. Do not put finger on top of the device.
2. Hold SYMJEPi™ by finger grips only and slowly insert the needle into the thigh. SYMJEPi™ can be injected through clothing if necessary.
3. After needle is in thigh, push the plunger all the way down until it clicks and hold for 2 seconds.
4. Remove the syringe and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.
5. Once the injection has been administered, using one hand with fingers behind the needle slide safety guard over needle.



**ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:**

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

**OTHER DIRECTIONS/INFORMATION** (may self-carry epinephrine, may self-administer epinephrine, etc.):

**Epinephrine first, then call 911.** Monitor the patient and call their emergency contacts right away.

EMERGENCY CONTACTS — CALL 911	OTHER EMERGENCY CONTACTS
RESCUE SQUAD: _____	NAME/RELATIONSHIP: _____ PHONE: _____
DOCTOR: _____ PHONE: _____	NAME/RELATIONSHIP: _____ PHONE: _____
PARENT/GUARDIAN: _____ PHONE: _____	NAME/RELATIONSHIP: _____ PHONE: _____

Form provided courtesy of **Food Allergy Research & Education** (FARE - FoodAllergy.org) - January 2023