

# **FIRST BAPTIST CHRISTIAN DAY SCHOOL**



## **2022-2023 Parent Information Handbook**

**First Baptist Church of Springfield  
7300 Gary Street  
Springfield, VA 22153**



**FBCDS  
7300 Gary Street  
Springfield, VA 22152**

**Office Hours: M-F 9:30 a.m. to 2:00 p.m.  
Preschool Hours: M-F 9:30 a.m. to 12:30 p.m.**

**Office Phone: (703) 451-7144  
Church Office for Emergencies: (703) 451-1500**

**Email Addresses for Office  
Marcia Lee, Director  
[m.lee@fbcspringfield.org](mailto:m.lee@fbcspringfield.org)**

**Asst to the Director and general email for  
teachers  
[toteach.fbcds@gmail.com](mailto:toteach.fbcds@gmail.com)**

## Contents

MISSION STATEMENT .....	3
MINISTRY OVERVIEW .....	3
PHILOSOPHY OF EDUCATION .....	3
LEARNING CONCEPTS .....	3
UNITS OF STUDY .....	4
INSURANCE AND RELIGIOUS EXEMPTION INFORMATION .....	4
FBCDS STAFF .....	6
ENROLLMENT .....	6
ADMISSION REQUIREMENTS .....	6
AGE .....	7
REGISTRATION FORM .....	7
MEDICAL PHYSICAL AND IMMUNIZATIONS .....	7
SPECIALIZED NEEDS .....	8
TUITION AND FEES .....	8
REGISTRATION .....	8
TUITION .....	8
TUITION LATE FEES .....	8
LATE PICKUP FEE .....	9
RETURNED CHECKS .....	9
SCHOLARSHIPS .....	9
WITHDRAWAL .....	9
HEALTH AND SAFETY .....	9
WELLNESS .....	9
FOOD POLICY .....	10
ALLERGIES .....	10
PICKUP/DROP-OFF .....	10
PARKING LOT .....	11
ENTERING THE BUILDING .....	11
EMERGENCY RESPONSE PLAN .....	11
ITEMS FROM HOME .....	11
INJURY .....	11
GENERAL INFORMATION .....	12
PARENTS' NIGHT .....	12
DRESS .....	12
ABSENCE .....	12
COMMUNICATION .....	12
PARTIES .....	13
CALENDAR .....	13
SNOW POLICY .....	13

## **MISSION STATEMENT**

The First Baptist Christian Day School of First Baptist Church of Springfield shall be a self-supporting, non-profit organization governed by, and shall exist as a part of, the church. Its purpose shall be to carry the Gospel of Jesus Christ and Christian education into the homes of the community.

The church shall at all times have supervision and control of the school, the school board, the administration, and faculty.

## **MINISTRY OVERVIEW**

First Baptist Christian Day School was established by First Baptist Church of Springfield in 1964. It is a morning preschool, in session from 9:30 AM until 12:30 PM each weekday from September-May. It meets at FBC Springfield at 7300 Gary Street, Springfield, VA. It was established to provide a Christian atmosphere and environment for the physical, emotional, mental, social, and spiritual development of children. It continues to be an outreach to the community for over fifty years.

The staff of the First Baptist Christian Day School seeks to create an atmosphere of Christian love that will permeate the activities of the school and be a daily witness to the children about the love of God. Bible stories and a weekly chapel service support the spiritual guidance. The faculty strives to help each child discover God in the world around him/her, to encourage the child to turn to God for help in daily living, to praise God, and to thank God for all things.

## **PHILOSOPHY OF EDUCATION**

Each teacher's goal at First Baptist Christian Day School is to accept the child as an individual, and to meet the individual needs of each child in a loving, secure, Christian environment. We believe that young children learn best in a structured, fun environment, as such we are a "learn-through-play" school which spends time daily in math and reading readiness, but in such a way that your child will not feel pressure to compete or get good grades.

## **LEARNING CONCEPTS**

Concepts taught throughout the year depend on the age, development, and interests of your child. Some include:

Developing a positive attitude towards school, feelings--what are they and how to express them appropriately, building good self-esteem, spiritual development through weekly chapel lessons, learning to solve problems, colors, recognizing his/her name and classmates' names, shapes, learning address and

phone number (and 911), math readiness activities, reading readiness activities (including alphabet exposure), scissor cutting and pasting, language development, developing listening skills, following directions, taking turns, respecting authority, respecting the rights of others, respecting property, learning right from wrong, developing a sense of community, physical development, accepting differences in others, recognizing safety hazards, practicing independence and self-reliance, and practicing behavior modification through use of words rather than actions.

### **UNITS OF STUDY**

Possible units of study during the school year include: school, my senses, my family, God's beautiful world, learning about me, learning about others, Pilgrims and Indians, community helpers, farms and farm animals, pets, dinosaurs, animals, seasons, the sky, ecology, holidays, birds, insects, manners, patriotism, apple week, and the ocean.

## **INSURANCE AND RELIGIOUS EXEMPTION INFORMATION**

First Baptist Christian Day School staff is covered by public and professional liability, accident insurance and workman's compensation insurance, through First Baptist Church's policy with Brotherhood Mutual Insurance Company through National Church Group Insurance Agency, INC. Since the Day School is a "part time" facility, no health insurance is offered for Day School staff members.

First Baptist Christian Day School is certified as a school which is "Religiously Exempt" from licensure both by the Fairfax County Health Department and the Board of Zoning. An annual renewal process is completed, and after a review by the state (Commonwealth of Virginia: Department of Education), renewal documentation is issued.

As required by the State of Virginia, the following information is to notify you of the intentions of the school to continue to comply with the Religious Exemption requirements. If you have any questions or concerns regarding this document, please contact the Director at (703) 451-7144.

In compliance with the Religious Exemption status, the school must provide health forms of each staff member, state pupil/teacher ratios for each class and update all information annually. In addition, the day school must have regular County Health Inspector and Fire Marshall Inspection reports and conduct at least nine (9) fire drills (one each month) during the school year in compliance with the Fairfax County Fire Marshall's office.

We are also required to inform you of the following:

1. The maximum number of children the Center can facilitate any one day is 100.
2. We accept children regardless of race, creed, or color.
3. The Day School is located on the second floor of the First Baptist Church of Springfield, VA.
4. Parents are required to send in a daily snack for their child. All food must be ready-to-eat.
5. The fenced-in playground for the older preschoolers, covered in pea gravel, is located on the backside of the Day School and features slides, a “climb-on” exercise fort with a slide, spring horses, a climb-on dinosaur, a climb-on fire engine, a five seat circle-cycle, and toy chests filled with trucks, shovels, buckets, and bubbles. The enclosed play area (courtyard) is covered with grass for the younger children (2½ year olds). This area is equipped with ride-on toys, a climb-on dinosaur, a plastic tunnel and squares, a Climb and Slide Activity House, sandboxes, and a low slide. Each slide on both the courtyard and the playground has a “wear mat” at the bottom where the children land to provide an extra cushion. The pea gravel is maintained and leaves, branches and sticks are cleared regularly.
6. All staff members are required to get a **SWFT** (Secure Web Fingerprint Transmission) to be cleared by the Office of Criminal and Sex Offender Records Check and Background Investigations through the US Department of Defense Security System. In addition, a background investigation is conducted through completion of the Central Registry Release of Information Form. Both of these documents need to be repeated every five years.
7. Employment of all staff members is contingent upon receipt of an annual Statement of Health signed by a physician or physician’s designee stating the staff member is free from any disability which would prevent him/her from caring for small children.

In addition, biennially, proof of a tuberculin (TB) screening/skin test is required under Health Statement Form – Section 63.1 – 196.3 of the Code of Virginia and Section 30 – 2 – 4 of Chapter 30 of the Fairfax County Code. These documents are to be provided to the Day School office where they will be kept on file. All staff members take biannual courses to stay updated on current standards and procedures in CPR, AED, first-aid instruction, and Daily Health Observation (DHO). In addition, four or five FBCDS staff members will take courses to stay updated on current standards and procedures and earn certification in the Training and the administration of an EPI-Pen (E-MAT) in the event a student has an allergic reaction.

## **FBCDS STAFF**

The teaching staff of First Baptist Christian Day School holds a membership in several professional organizations including: the Virginia Association for Early Childhood Education (VAECE), the Southern Early Childhood Association (SECA), and the National Association for Education of Young Children (NAEYC).

All staff members have been trained to recognize the signs of child abuse and/or neglect. They are required to take an online training course in Child Abuse and Neglect (CSWE – 5691) upon initial employment and then required to review it annually. We are required by the Commonwealth of Virginia to report any suspected incidents of child abuse.

In addition, the teachers take part in a Health Observation Training (or Daily Health Observation – DHO) to look for signs of children displaying symptoms of a cold, flu, fever, or any communicable diseases (ie; Pink Eye, COVID, Flu A, Chicken Pox, etc.) If the child looks ill, we reserve the right to send the child back home with the parent.

Every year, all staff members are required to attend and complete at least one (2 hour) workshop for staff development and to stay professionally current.

## **ENROLLMENT**

The pupil-teacher ratio shall not exceed fourteen (14) students to one teacher and one assistant teacher. The ratio, however, varies from class to class:

- **Two Year-Olds**  
The two-year-old classes have a maximum of ten (10) students with a teacher and an assistant.
- **Three and Four Year-Olds**  
The three-year-old classes shall not exceed fourteen (14) students with a teacher and an assistant.

## **ADMISSION REQUIREMENTS**

The First Baptist Christian Day School 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 our school.

## **AGE**

Children must be two (2) years old by April 30 prior to the school year to be eligible for enrollment in the 2½ year-old program. Children attending this class do not need to be potty trained. **When the diaper of a 2½ year old student needs to be changed, written notification will be sent home to you stating the time the diaper was changed and by whom.** Parents must keep diapers and wipes as well as a complete change of clothes in each student's canvas bag. **A parent's signature is required on the Registration Form giving permission for the staff at FBCDS to change a diaper or assist a student in the bathroom.**

Children must be either three (3) or four (4) years old on or before September 30 prior to the school year to be eligible for enrollment in the three- and four-year-old programs. Children attending these classes **MUST BE DAY-TIME POTTY TRAINED** and fully able to care for his/her personal toilet needs independently. **If your child asks for assistance with bathroom needs (wiping, changing clothes, etc.), gloves will be worn by a staff member, and the child's needs will be attended to. Written notification will be sent home to you stating when the request was made and who attended to your child's needs.**

## **REGISTRATION FORM**

Each year, a registration form must be completed for each student. At the time of registering, proof of the child's identity and birth date will be required. This proof may be in the form of a birth certificate, birth registration card, or passport.

Make sure your emergency home/work/mobile telephone numbers and your address are kept up-to-date at all times with the Day School office.

## **MEDICAL PHYSICAL AND IMMUNIZATIONS**

New enrollees must have a current physical examination, **including a full up-to-date record of immunizations (documented on a Virginia School Entrance Health Form) completed by a licensed physician no more than ninety (90) days prior to enrollment.** This form is in compliance with the Fairfax County Code (MuniCode) chapter 30, Article 2 (Section 30-2-4) (Immunity Code) as part of the minimum Private School and Child Care Facility Standards.

ALL previously enrolled students must have an updated Virginia School Entrance Form prior to the first day of the school year if medical information has changed. No child may attend until a signed Virginia School Entrance Health Form is on file in the Day School Office.



## **SPECIALIZED NEEDS**

FBCDS does not facilitate a staff qualified and trained in Special Education. Specialized needs of students **will be** considered for enrollment on a case-by-case basis at the discretion of the Day School Board.

The Day School Board of Directors reserves the right to request the withdrawal of any child for any cause deemed necessary in accordance with the school's policies and procedures.

## **TUITION AND FEES**

### **REGISTRATION**

A registration fee must accompany a child's registration form. It is a non-refundable payment (unless the child moves out of the area – the parents having received military orders) that ensures the child a place in the school and includes payment of the child's school insurance and canvas bag.

The registration fee for those children entering after February 1 is reduced by one-half, or fifty percent (50%).

### **TUITION**

The yearly tuition fee is paid in nine (9) installments, not determined by holidays, snow, or a child's attendance.

Tuition payments will be paid one month in advance. Therefore, the first tuition payment will be **due August 15<sup>th</sup>**, and if the payment is not received by that date, the opening will immediately become available to another student. **Parents enrolling children before or by August will make monthly tuition payments August through April.** Parents enrolling children after August will have payments September through May.

When two children from one family are enrolled, tuition for the child attending the fewer number of days will be reduced by fifteen percent (15%).

The registration fee and tuition fee will be re-evaluated each year based upon rising costs.

### **TUITION LATE FEES**

Tuition is due the first of each month. There will be a **\$15.00** late fee charged after the 15<sup>th</sup> of each month. **If the 15<sup>th</sup> of the month falls on a Saturday, Sunday, or on a holiday, tuition will be due on the last school day before that weekend/holiday.** Envelopes for payment of fees are attached to the monthly calendars and book orders, and distributed the last school day of each month. Tuition payments should be placed in the envelope and deposited

in the tuition box in the Day School office or in the metal mailbox outside the Day School office door.

### **LATE PICKUP FEE**

Students are to be picked up from school on time. In accordance with the policy instituted by the Day School Board, a **“late pick up fee”** will be imposed on parents at a rate of **\$1.00 per minute** when a child is picked up **after dismissal time**. The regular dismissal time is 12:30 PM.

### **RETURNED CHECKS**

A “dishonored” (returned) check, regardless of the reason for return, is subject to a **“returned item fee.”** When the bank imposes this fee on the Day School, the parent is subsequently responsible for the amount of the original “dishonored” check and the “returned item fee.”

### **SCHOLARSHIPS**

Limited scholarships are available, and eligibility for children will be assessed on a case-by-case basis. Terms for individual scholarships will be established at the discretion of the Day School Board. Priority will be considered for four-year-olds.

### **WITHDRAWAL**

The school requests parents give a two-week notification before withdrawing a child from the program. Failure to provide a two-week notice will forfeit tuition reimbursement for that month’s tuition.

## **HEALTH AND SAFETY**

### **WELLNESS**

To ensure the protection and safety of all students and their families, it is the policy of First Baptist Christian Day School that all students be **fully immunized** as of the current school year. Standard exemptions will not be accepted unless approved by the Day School board on a case-by-case basis and accompanied by a physician’s letter of explanation.

**A notarized form must be on file in the Day School office giving a licensed physician permission to treat your child in case of an emergency if the parents and/or Emergency Contact cannot be reached.** (The Director is a notary public and can notarize the **Medical Authorization Form**.)

If your child develops a fever, diarrhea, and/or vomiting while at school, you will be called to pick up your child immediately. (Per the signed **Health and Wellness Agreement/Student Illness Notification** form on file in the Day School office.)

**Your child should not be brought to school when he/she is manifesting symptoms of a communicable disease like cold, COVID, flu, strep throat, chicken pox, etc., or has had a fever, diarrhea, and/or vomiting within the past 24 hours.** This policy is to protect your child from becoming sicker or from spreading an illness to other children and/or staff members. We reserve the right to daily screen children for illness as they come to school. If we feel your child is ill, you will be asked to take him/her home. (Please refer to the signed **Health and Wellness Agreement/Student Illness Notification** form on file in the Day School office.)

If your child will miss class(es) due to a contagious illness, please notify the Day School office. (Per the signed **Health and Wellness Agreement/Student Illness Notification** and **COVID Waiver** forms on file in the Day School office.)

The children and staff always wash their hands and use hand sanitizer before snack and after using the restroom facilities. The teacher or assistant in each classroom wears plastic “food service” gloves while distributing special snacks.

### **FOOD POLICY**

Parents are asked to provide a daily snack for their child. All food should be ready to eat and nut free as the Day School is a **NUT-FREE** facility. All food that is sent in to share for special events **MUST** be store-bought and individually wrapped. When there is a party or birthday, parents are asked to read the labels and ingredients before bringing in “birthday snacks” or party food items to ensure they do not contain nuts.

### **ALLERGIES**

**Please advise us of any allergies your child may have.** Be sure to complete that portion of your enrollment form. In addition, if your child has food allergies, please be prepared to provide a special snack for your child for holiday parties and birthday treats.

### **PICKUP/DROP-OFF**

An authorized “**Child Release**” form—naming those adults (over 18 years of age) to whom the child may be released from the classroom—must be signed and on file by the first day of school. When anyone, other than the parent or regular “pick-up” appointed person picks up a child from school, a photo ID will be requested before that person can leave with the child. In case of an emergency, please call the office to inform us if the person picking up your child is not on the Child Release form.

An adult (**over 18 years of age**) must accompany a child to and from the parking lot, into the building, and to his/her classroom.

## **PARKING LOT**

Drivers must drive slowly and observe the parking/driving restrictions (orange cones will be in place to direct traffic flow). In addition, parallel parking along the side of the building is prohibited during Day School hours.

## **ENTERING THE BUILDING**

Please enter the school from the back parking lot. The back door of the church building remains locked **AT ALL TIMES**.

Each Day School family will be assigned a **Cyber Lock 6-digit code with which to open and enter Door #10. These codes are never to be shared with any other person (including Child Release listed persons, grandparents, neighbors, or others coming to the Day School only on occasion) for security purposes.** Those persons may be “buzzed” in.

If you need to pick up your child early, please come to the Day School office first.

## **EMERGENCY RESPONSE PLAN**

Should an emergency, whether fire, weather, chemical/biological, or active shooter occur within or around the building, the Day School will implement the required emergency plan and contact parents immediately through the REMIND application (i.e. via text) and email with the details on when and how to pick up your child.

## **ITEMS FROM HOME**

If a child brings to school any dangerous instrument or tool that could be considered a “weapon,” he/she may be suspended or expelled. A determination will be made by the staff and the Day School Board at the time of the incident. The Day School is responsible for the safety and welfare of each student by providing and maintaining a safe environment.

## **INJURY**

Should a child become injured while at the day school, teachers will complete an injury report for the student describing the incident. A copy of this report signed by the parent will be kept in the student’s file.

If a student, sibling of a student, or a friend of a student causes injury to another child or adult in the school, an evaluation of each situation by the Day School staff will take place. Suspension or expulsion will be considered by the Day School Board on a case-by-case basis.

## GENERAL INFORMATION

### PARENTS' NIGHT

One evening before school begins, we will have a Parents' Night. The parents of the children attending First Baptist Christian Day School will come together to meet the teachers, to learn about the daily routine, to sign up for parties, and to see the classrooms. This is the only school event to which the children are **not** invited. You will be notified by letter of this meeting.

### DRESS

Parents are encouraged to dress their children in comfortable and weather-appropriate play clothes. Shoes with non-skid soles are safest. Closed-toe shoes are preferred. **The Day School is not responsible for lost or damaged belongings.**

All items of clothing (e.g., outerwear, boots, hats, gloves) and personal property (umbrellas, Show-and-Tell items, etc.) **should be clearly labeled with your child's name.** This saves time and reduces confusion when there are duplicate items in the classroom.

A canvas bag for each child will be provided by the Day School (included in the Registration Fee). This bag will serve to carry a change of clothes (required), notes, artwork, Show-and-Tell items, library books, etc.

### ABSENCE

If your child will miss more than one (1) class in a row due to travel, visiting family or friends, or otherwise, please notify your child's teacher.

### COMMUNICATION

The lead teacher will establish a **REMIND** account in her name. Each parent whose child is in her classroom is requested to sign onto that same account. Messages from the teacher can be sent to parents; and parents can, in turn, send messages to the lead teachers. A teacher can send a **REMIND** message/picture after school is over on any given day. If a parent needs to reach a teacher during school hours, they can call the Day School office at 703-451-7144. **A Photo Permission Form is offered to be signed by each parent at the beginning of the school year. It includes a declaration in good faith that if a picture is sent from a teacher to a parent via REMIND that includes an image of their child as well as that of another student, that image WILL NOT be posted on any form of social media.**

## **PARTIES**

Each classroom teacher will plan and conduct four (4) parties during the school year. These parties include one for Fall Festival, one for Christmas, one for Valentine's Day, and one for Easter. Parents will sign up for and send in refreshments only for individual parties, but the teachers will, with the help of their assistants, provide appropriate games and crafts for each party. Parents will not be in attendance for parties.

## **CALENDAR**

FBCDS is a preschool established in Fairfax County, Virginia. The Day School follows the Fairfax County Public School calendar.

The Day School observes the Fairfax County Schools' schedule for holidays and observes most federal holidays; however, some slight variances may occur (especially the start date of the school year and Thanksgiving and Christmas holiday breaks). You will want to refer to the annual (Year-at-a-Glance calendar) as well as the monthly classroom calendars. The Day School is closed in June, July, and August.

You will be notified of any special events at the school in your monthly calendar.

## **SNOW POLICY**

The Day School is closed for snow when Fairfax County Schools are closed. When Fairfax County Schools open two hours late, the Day School will not open unless specified by the school on a case-by-case basis. (On these occasions, you would receive a phone call, e-mail, or text message.)

Snow make-up policy:

- Classes that meet two (2) days a week must begin to make up snow days after two days of school have been missed.
- Classes that meet three (3) days a week must begin to make up snow days after three days of school have been missed.
- Classes that meet four (4) days a week must begin to make up snow days after four days of school have been missed.

If the children miss any additional days due to inclement weather, the classes will make up one (1) day for every two days that are missed, which also follows Fairfax County Public School policy.

*Updated Jan 2022*