



ESTABLISHED IN 1972
A ministry of Florence Baptist Temple

School Mascot...EAGLE
School Colors...ROYAL BLUE & GOLD
Yearbook...FLIGHT

PARENT HANDBOOK

FCS PRE-K EXTENSIONS

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DSS Registration #81

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A FINAL WORD

*At Florence Christian School Pre-Kindergarten, it is our goal
to enrich the spiritual lives of the children we serve
as well as the complete family.*

*We hope you will find our school to be a caring place.
Thank you for allowing us to care for your child.*

This handbook serves as a guide and is in no way an all-inclusive statement of the rules, regulations, and philosophy of FCS Pre-Kindergarten. The administration reserves the right to determine appropriate and acceptable actions, behavior, conduct, and dress. This may or may not necessitate adding or deleting elements of this handbook.



FLORENCE
CHRISTIAN SCHOOL

Connecting Faith and Learning

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, FCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. FCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

PLAYGROUND RULES

1. No climbing up or standing on the slide.
2. No double swinging (two swings together or two in a swing).
3. No jumping out of swings or standing in swings. Sit to swing, not on stomach.
4. No hanging off or climbing the sides of the equipment.
5. No pushing or pulling others off the equipment or out of the swings.
6. No climbing any trees.
7. No throwing any sticks, stones, sand, woodchips, etc.
8. No hard balls (ex. baseballs).
9. No fighting or rough horse playing. No pulling on other's clothes.
10. No standing on top of the bars.
11. No climbing or sitting on tunnel pieces.
12. When the teacher blows the whistle, look and listen.
13. Be courteous to others.

WE CAN HAVE FUN WITH SAFETY!

These are the basic guidelines to follow. The recess teacher will use her judgment as to what's allowed, keeping the safety of the students in mind. The recess teacher will also take care of any problems that occur. If necessary, she will refer the problem to the office.



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FROM THE DIRECTOR

Dear Parents,

Welcome to Florence Christian School (FCS) Pre-Kindergarten (PreK). Whether you are a newcomer or have been with us, you can anticipate a great and exciting year.

This handbook has been developed to help our parents in understanding the policies we have at FCS/PreK. Through prayer and careful consideration, our policies have been written for the benefit of our children and for the maintenance of our high standards.



The staff and administration at the school have committed themselves to God and their work with the children. The school is a ministry of Florence Baptist Temple (FBT), and we strive to work together to achieve our goals. We hope you will find this handbook as a helpful tool as we work together this coming year.

May God bless you and your family this year.

Sincerely,

Melissa Roeder
Director of FCS Pre-Kindergarten/After School Care

STATEMENT OF FAITH

FCS PreK holds to the Statement of Faith of Florence Baptist Temple which is attached and part of the FCS application.

PURPOSE

Lo, children are an heritage of the Lord... Psalm 127:3a

As parents and teachers, God has richly blessed our lives with the precious children He has allowed us to have. Along with this blessing comes the awesome responsibility of training and loving these little ones to become well-balanced adults.

Here at FCS PreK our teachers have the privilege of providing God's love and care to small children. Our primary goal is to provide a warm and secure atmosphere where each child has the opportunity to develop mentally, physically, spiritually, emotionally, and socially.

COMMUNICABLE DISEASES

FCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term *communicable disease* shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal. See reportable diseases below.

Acquired Immune Deficiency Syndrome (AIDS)	Legionnaires' Disease	Salmonellosis
Aids Related Complex (ARC)	Leptospirosis	Scabies
Amebiasis	Lymphogranuloma Venereum	Schistosomiasis
Animal Bite of Humans only by a potentially rabid animal	Malaria	Shigellosis
Anthrax	Measles (rubeola)	Smallpox
Botulism	Meningitis	Syphilis
Brucellosis	Meningococcal Disease	Tetanus
Campylobacteriosis	Mumps	Toxoplasmosis acute
Chancroid	Paralytic Shellfish Poisoning	Trichinosis
Dengue	Pertussis	Tuberculosis
Diphtheria	Pesticide Poisoning	Tularemia
Encephalitis	Pink Eye	Typhoid Fever
Giardiasis (acute)	Plague	Typhus
Gonorrhea	Poliomyelitis	Vibrio Cholera
Granuloma Inguinale	Psittacosis	Vibrio Infections
Hansen's Disease (Leprosy)	Rabies	Yellow Fever
Hemorrhagic Fevers	Relapsing Fever	
Hepatitis	Ringworm	
Histoplasmosis	Rocky Mt. Spotted Fever R. Rickettsia	
Human Immunodeficiency Virus (HIV)	Rubella including congenital	

MEDICINES

Students are not to bring medicine to school. This includes over the counter drugs such as allergy medicine, aspirin, Tylenol and ibuprofen. The school office will not administer any medicine to students not having prior approval from the parents. Parents can give permission to the school office to administer medicine by completing the Authorization for Administration of Non-prescription Medicine form or Authorization for Administration of Prescription Medicine form. Parents can find these forms in the Eagles Links of the FCS website. Please note that a portion of the Authorization for Administration of Prescription Medicine must be completed by your child's physician.

MEDICAL REPORT AND IMMUNIZATIONS

According to state laws, the FCS PreK must have a medical report filled out for each child before the child can attend. As your child receives his immunizations, we need to update our records with the date and type of immunization given, the dosage, and the doctor's signature. All students must present a completed certificate of immunization to the PreK office (DHEC 1148 Form).

SICK CHILDREN & EPIDEMIC CONTROL POLICY

For the protection of all children, your child should be kept at home **(WE CANNOT ACCEPT A CHILD AT THE SCHOOL)** if he shows any of the following symptoms: a temperature, diarrhea, vomiting, a rash, nasal discharge, discharging eyes or ears, or conjunctivitis. Parents should exercise every caution and keep their child home should other unusual symptoms occur.

If the child has a contagious disease, he should be kept at home, and the fact of his condition should be reported to the center. **ANY TYPE OF VIRAL INFECTIONS, INFLUENZA(FLU), STREP THROAT, PINWORMS, MEASLES, MUMPS, CHICKEN POX, SCARLET FEVER, ETC. ARE AMONG CONDITIONS CATEGORIZED AS HIGHLY CONTAGIOUS.** Ask the child's doctor when he should be able to return to the center.

If a child becomes sick at school, he will be isolated, and the parent will be called to pick him up within the hour. **CHILDREN MUST BE FEVER FREE WITHOUT FEVER REDUCING MEDICINE FOR A FULL 24 HOURS BEFORE RETURNING TO PRE-K.**

Parents will be informed if there is an outbreak of any communicable disease in the child's classroom. If a child is out five consecutive days with a doctor's excuse, there will be no charge. The doctor's excuse must be submitted **within five school days** of the student's return.

If a child attends Pre-K for two days or more, the full week's tuition will be due. This policy also applies for inclement weather.

SCHOOL HOURS OF OPERATION

Parents are responsible for their child's safe arrival and departure at the designated door. The school is open Monday through Friday from 7:00 a.m. to 6:00 p.m. Class begins at 8:15 a.m.

ENTRANCE REQUIREMENTS

Children must be completely potty trained and wearing cloth underpants before starting at the center. **(WE DO NOT ACCEPT PULL-UPS.)** Immunization records and a copy of the child's birth certificate are required upon enrollment.

TUITION AND REGISTRATION

At the time of enrollment, registration and book and material fees are due. Because we pay our staff whether your child attends or not, we cannot give tuition refunds or credits for days your child is absent; therefore, you will be responsible for the full week's tuition whether or not your child attends. Refer to the sick policy on page ten.

DROP OFF

Drop off of students from 7:00 a.m. to 7:45 a.m. must be made on the north side of B building at the side entrance with awning (Zaxby's side). Regular students (not in childcare) arriving between 7:00 a.m. and 7:45 a.m. must report to childcare where they will be under supervision of a teacher. There will be a \$2.00 charge per morning per child for this service if the student is not enrolled in the after school care. At 7:45 a.m. the back entrance behind B & C buildings will be the designated drop-off point. Safety patrol will be available for drop-off from 8:00 a.m. to 8:20 a.m.

PICK UP

After 4 p.m., afternoon pick up will be at the back (east side) of B & C buildings. Weather permitting, children may be on the playground and can be signed out at the gate. In case of inclement weather, the back east entrance between B and C buildings would be the entrance of choice. Children may be found in the big activity room in B building, in a classroom down the hallway or in the gym in C building. Signs on doors usually give directions.

TRACKING SYSTEM

For the safety and security of the children in our childcare center, we have implemented a tracking system in each classroom. FCS Pre-Kindergarten will have a written procedure to account for the presence of each child as the child enters and exits the premise or moves to a new location in or around the center.



SIGNING OUT

Each student in our childcare will be issued four identification cards to be used for pick up purposes. Two cards are for the parents and two for individuals listed on the student's release form. If the child has more than two names on his release form, you may request additional identification cards from the PreK school office. The I.D. cards should be given only to the individuals listed on the student's release form. **Students will not be released to anyone without the proper identification card.**

Students **must** be signed out each day with the workers on duty, and the I.D. card must be shown every day. **This is for the safety of your child and is not intended to be a hindrance. We ask that you keep your card on your person at all time,** a situation may arise where we will have to bring in a substitute worker who will not know our parents. If you are in the habit of presenting your identification card, you can quickly show the worker your card, sign your child out, and be on your way. If you do not have your card, you **will be** asked to get authorization from the PreK school office before the student is signed out.

If you need for your child to ride home with someone who is not on the release form **you may send a note to your child's teacher or fax/email a note to Mrs. Roeder** and this information will be passed on to the PreK workers to ensure that your child is allowed to leave as you requested. **This must be in writing!**

Thank you for your understanding, patience, and cooperation. We believe that the safety of our children is worth any inconvenience, and we know you feel the same way.

Action:

- Ensure all pupils are inside the school building.
- If appropriate, move pupils away from incident (e.g. To the other side of the building).
- Dial 911, if appropriate. Dial once for each emergency service that you require.
- If sheltering from an environmental hazard (e.g. smoke plume) all doors and windows are closed and ventilation systems are switched off.
- Check for missing/injured pupils, staff, and visitors.
- Reassure pupils and keep them engaged in an activity or game.
- Notify parents of the situation.
- Remain inside until all-clear has been given, or unless told to evacuate by the emergency services.

EMERGENCY INFORMATION

Please notify the office personnel, the childcare director, and/or your child's teacher of any changes in your address, telephone numbers, or place of employment. It is vitally important for us to have this information up to date at all times in case of illness or emergency.

In the event of a medical emergency or accident, we will contact the parents and/or the doctor of the child. If we are unable to reach either and emergency treatment is required, we will call for emergency medical assistance. Please be sure to leave any temporary phone numbers with the office if the numbers on file cannot be used to reach the parents at any time during operational hours.

CONFIDENTIALITY OF ALL RECORDS

Upon enrollment at FCS PreK a cumulative folder is made for each child. These folders contain the application, immunization record, birth certificate, and all other pertinent information needed for the child. The folders are placed in a fire-proof file cabinet under lock and key. They are arranged by classes and only office personnel have access to these records.



Roles:

- Principal/PreK Director: Supervise care of injured or sick persons
- Secretary: Call 911 and parents
- Custodian: Aid teacher(s) with injured
- Maintenance: Attend to any building mechanical problem
- Teacher: Stay with student, assess first aid needs, take roll, contact office

EVACUATION

Signals:

- Fire – Fire Alarm
- Bomb – Code Yellow announcement on intercom
- All- Clear through radio

Assembly points – Fire Evacuation:

- Point A – East parking lot
- Point B – South parking lot

Assembly points – Bomb Evacuation:

- Point A – North Parking lot
- Point B – East Parking lot

Shelter location:

- Florence YMCA
1700 Rutherford Drive
Florence, SC 29505
(843) 665-1234
Directions:
 1. Head north on U.S. 52 N/S Irby St. toward Frank Monroe Drive 0.8 mi.
 2. Turn left onto W. Conyers Avenue 0.3 mi.
 3. Turn right onto Dexter Dr/State Rd. S-21-513 249 ft.
 4. Take the 1 st left onto W. Emerson Ave. 0.1 mi.

Travel time – 3 minutes

SHELTER

Signal:

- For Shelter – PA Announcement/radio
- All Clear – PA Announcement/radio



CAR LINE

There are two car lines during the school day. Half-day student (3K-4K) car line starts at 11:45 and is over at 12:15. Any child not picked up by that time will be sent to childcare and charged the following late fees:

12:15-12:25...\$5.00 per child 12:26-12:35...\$10.00 per child
After 12:35...\$20.00 per child

The second car line is from 2:20-3:15 for 5K on Monday-Thursday. Friday car line is from 1:30-2:00. Anyone left after car line has ended will be sent to childcare and charged the following late fees:

Mon. – Thurs.: 3:15 – 3:25...\$5.00/child **Friday:** 2:00 – 2:10 ...\$5.00/child
3:26 - 3:35...\$10.00/child 2:11 – 2:20....\$10.00/child
After 3:35.....\$20.00/child After 2:20.....\$20.00/child

CLOSING TIME

The PreK building closes at 6:00 p.m. We ask that you have your child picked up before 6:00 p.m. If you need to call the office to leave a message, call 662-0454, extension 4311. This is the director's voice mail, and you may leave a message with her. She will check her voice mail several times throughout the day for any messages.



LATE PICK-UP FEES

The rates for late pick-up are as follows:

6:00-6:10...\$5.00/a child 6:11-6:20...\$10.00/a child
6:21-6:30...\$15.00/a child 6:31-7:00...\$30.00/a child

This amount is to be included with the next week's payment. There will be no exceptions to this policy. Continuous tardiness to pick up a child could result in asking that the child be withdrawn from the PreK program.

FEES

After school care payments are to be kept current. Weekly fees are due on Tuesday of the current week. An account is considered past due if payment has not been received by **Thursday** of the current week. If payment has not been received by Thursday of the current week and you have not contacted the accounting office, you will be asked to make other arrangements for your child(ren). **We will not be able to extend after care services until the account is brought up-to-date.**

- All monthly tuition is due on the first of each month. A late fee will be added after the tenth.
- On weeks that school is out two or more days and after school care is open, the charge for that week will be pro-rated.
- Drop-in fees are to be paid no later than the week after services rendered.
- Please make checks payable to Florence Christian School and **indicate on the check the time period the payment covers.**
- If a child is out five consecutive days with a doctor's excuse, there will be no charge. The doctor's excuse must be turned into the PreK office, as well as, the main school office as soon as the child returns to school. Late excuses will not be accepted.
- During inclement weather, if a child is here 2 or more days, the week's tuition will be due.
- Payments are due each week on all children enrolled in child-care whether they attend or not! The only exception is 1 vacation week per year or if a child is out an entire week due to sickness and have a doctor's note!

DROP-IN RATES

A \$28.00 drop-in fee per day will be charged for children who are not enrolled in child care but need to stay after school occasionally.

A \$52.00 drop-in fee per day will be charged for children needing to stay all day when school is not in session.

ELECTRONIC DEVICES

Pre-Kindergarten – 6th Grade:

Cell phones, Smart Watches, and other electronic devices are not allowed for students in grades PreK-6 unless for special activities assigned by the teacher.

DISCIPLINE OF STUDENTS

The goal of FCS is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which the administration feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you."

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are head down on desk, standing at back of room, loss of some play time, teacher conference, administrative conference, or one-day suspension from child development.

Explanation of Discipline Consequences:

- **Head Down on Desk** – Head down on table or desk for one minute per age of child.
- **Standing at Back of Room** – Child stands quietly at the back of the room facing the teacher so learning can continue.
- **Loss of Play Time** – This may be play time in the classroom or on the playground.
- **Teacher Conference** – A meeting consisting of the teacher and parent to address the behavior of the child.
- **Administrative Conference** – A meeting consisting of the PreK Administrator, parent, and child to address the behavior of the child.
- **One-Day Suspension** – Parent is asked to take the child home for the day because he/she will not cooperate with the teacher or administration. Parents must understand this is to be a disciplinary action, not a day of vacation.

Attendance at our FCS PreK is a privilege and not a right. Children forfeit this privilege if they do not conform to the standards and ideals of work and life of FCS PreK.

ACCIDENT/SERIOUS INJURY/ILLNESS PROCEDURES

Definition: Emergency where one or more people are sick or injured. Immediate concern is to aid the injured persons.

Steps of Action:

1. Contact principal/PreK Director and stay with the injured/sick person.
2. Office will contact parent(s) and/or emergency services.
3. Use of first-aid personnel as appropriate.

PHOTOGRAPHS AND PUBLICITY

Children participating in our program may be photographed throughout the year. These photographs may be used in newspapers, brochures, or other publicity materials. If you do not want your child's picture taken or used, it will be your responsibility to notify the director of the program. If notification is not given within ten days of your child's enrollment, it will be assumed that your permission is granted.

FIELD TRIPS

Field trips are taken at various times during the year to places of educational interest. Children are transported by school bus to and from all destinations and are driven by licensed CDL drivers. Each child will be required to have a signed permission slip from a parent before leaving the school and are also required to wear a wrist ban which will identify them with Florence Christian School. Each teacher will have a list of those students who are in attendance on their persons at all times with the time of arrival and departure.



STANDARDS OF CONDUCT

FCS stands firm in the belief that the Bible is the infallible divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:19.) This growth begins with the initial act of saving faith and continues through life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14.) The result is a life consecrated unto God and separated from worldly activities.

FCS must, therefore, provide an environment conducive to the spiritual growth and development of children. A standard of conduct based on Biblical principles such as respect for God and others, obedience to authority, and self-control are necessary to provide such an environment.

Day to Day Student Expectations:

- | | |
|---------------------------------------|---|
| 1. Be on time. | 7. Have a good attitude. |
| 2. Be where you are supposed to be. | 8. Use wholesome, encouraging speech. |
| 3. Tell the truth. | 9. Hallways/restrooms should be used quietly. |
| 4. Always keep hands to self. | 10. Use table manners at snack or lunch time. |
| 5. Respect authority at all times. | 11. Be able to handle all bathroom needs. |
| 6. Respect others and their property. | |

VACATION

Full-time children attending after school care from the first day of school to the last day of school will be allowed five consecutive days of vacation at no charge. Vacation time is only given when the child does not attend for that week. Another week of vacation is given to those students in after school care who attend the Summer Day Camp the duration of the program. If the school term vacation is not used during the school year, two weeks vacation may be taken during the summer program at no charge. Please notify the PreK office (ext. 4311) two weeks prior to the vacation week in order to receive this benefit.

NOTE: If a child withdraws from after school care for even a brief period of time, the vacation time is forfeited.

AFTER SCHOOL CARE AVAILABILITY DURING SCHOOL CLOSINGS

After School Care is available for teacher's conventions, Christmas and Easter break, etc. To receive after school care for these days, it will be necessary for parents to sign up with the PreK Director in order to have the right ratios of children to care giver. After school care forms are sent out on Thursday and are to be returned by Friday of the next week. It is imperative that these forms be returned by the deadline. A \$25.00 fee will incur if the form is not turned in to the PreK office and the child attends. Look below under **HOLIDAYS** for a listing of after school care closings.

SUMMER DAY CAMP

Our Summer Day Camp program is separate from our fall program. Every child, including those currently enrolled in our PreK or after school care program, will need to submit an application for the summer program. There will be a registration fee and it must be turned in along with the application.

HOLIDAYS

After School Care will be closed for the following holidays: Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, July 4th.

NOTE: There is no reduction of rates for these holidays. If holidays fall on a Saturday or Sunday, the after school care will observe the holiday the Friday before or the Monday after. **PARENTS WILL BE CHARGED REGULAR SCHOOL TERM AFTER SCHOOL CARE RATES EVEN IF YOUR CHILD IS OUT DURING THE HOLIDAYS UNLESS YOU WISH TO TAKE YOUR VACATION DAYS AT THAT TIME.**

PRE-K/AFTER SCHOOL CARE CLOSINGS

On occasion, Pre-K/after school care may have to be closed due to inclement weather or some other unusual factor. Please listen to the following stations for a listing of school closings:

Radio Station: WJMX 970 AM

Television Stations: WBTW - TV 13, WPDE - TV 15, WMBF - TV 32

School Voicemail: 662-0454, ext. 4310

Website: www.fcseagles.org; FCS Facebook page

NOTE: Only cancellations or delays will be called in.

LUNCH PROGRAM

A nutritious lunch which is DSS approved is provided for three years to four years of age. Children are encouraged to taste just a little bit of things they do not like so they can learn over time to like them. Menus will be posted monthly on our website. If your child has an allergy to certain foods or a total dislike for a menu item, you have the choice to provide a lunch for your child that day. The lunch must be the entire meal, beverage included. Please keep in mind the menu is subject to change without notice due to circumstances beyond our control. Your child's name must be clearly visible on the outside of the lunchbox. We will be unable to warm food, and lunches will not be under refrigeration. There will not be any reduction in the childcare fees if you choose to provide lunch.

Our lunch count is taken each day by 9:00 AM. If you are going to be later than 9:00 AM, you will need to call the kitchen at 661-4318 and let them know your child will be arriving late and needs to be counted for lunch. Please include your child's name and grade.



SNACKS

For children involved in full-time care, a light morning and afternoon snack is provided daily. For afternoon children there is also a light snack provided. These snacks are not large enough to take the place of breakfast or dinner.

REST TIME NAP MATS

Each day we have a rest period from 12:30 p.m. – 2:30 p.m. Parents must provide a nap mat if the child is staying in the afternoon. We also ask that a small blanket (no larger than a large towel) be provided to be used as a cover. The blankets will be sent back home each day in their book bags. A new mat must be purchased by the parents if the mat becomes torn and the foam is exposed.

TOYS

We provide toys for the children to play with while they are at the center; therefore, we ask that your child does not bring any toys from home. This policy minimizes confusion and misunderstandings.

CLOTHING

All 3K-4K children should bring a complete change of clothing (excluding shoes) in a zip-lock bag. All items must be labeled including the bag. This change of clothing should be changed out with the seasons. It is important that all coats, sweaters, and hats have your child's name in them.

DRESS STANDARDS

Children are allowed to wear shorts (girls finger-tip length) to PreK/after school care during the warm season. Shoes must be worn at all times (no flip flops or slide shoes). Tennis shoes and socks are safest for the playground. Halter-tops and midriffs are not allowed. Spaghetti-strap tops and dresses must be worn with a blouse or shirt underneath. Boys' hair should be off the ears and eyebrows and tapered at the neckline so as not to hang on the collar or down the neck. We do not allow styles related to fads—such as rat-tails.

BIRTHDAYS AND SPECIAL OCCASIONS

Parents are welcome to send cookies or cupcakes to share with their child's friends on birthdays or special occasions. Please let your child's teacher know in advance that you will be bringing a treat for the class.

PARTY INVITATIONS

FCS asks that parents and students not hand out party invitations during school hours. Parents, please see your child's teacher for a list of approved contact information if you would like to mail invitations to your child's classmates.

