

## **Frequently Asked Questions (FAQ)**

### **1. What are your staff-child ratios?**

First Baptist Church Learning Center will always meet state staff/child ratios. We will strive to have even lower ratios as we know this would be of benefit to our children.

<u>Classroom / Age Group</u>	<u>KY Requirement</u>	<u>Our Requirement</u>
Mother's Day Out – 1 year old	1:6	1:4
Mother's Day Out – 2 year old	1:10	1:5
Preschool Program – 3 year old	1:12	1:5
Preschool Program – 4 year old	1:14	1:8
Kindergarten	1:15	1:8

### **2. What will my child need to bring to school?**

1's & 2's: diapers, wipes, pull-ups, underwear and any other necessary items for the day

3's & 4's: crib sheet, blanket and pillow for rest time to leave at school

All children should bring a change of clothes to leave at school for occasional accidents or spills.

### **3. Will lunch be provided or will I need to bring lunch for my child?**

A mid-morning snack/drink will be provided for all classes. Children enrolled in the Preschool Program will be required to bring a healthy, prepared lunch from home.

We will not cook, heat or refrigerate your child's lunch. You must ensure that your child's lunch is properly packaged as to maintain a safe and proper temperature until lunch time.

**4. What if my child needs to take medication during school?**

NO medication can be given to your child without written permission with a “Permission to Administer Medication” form (including Tylenol). Medication must be in the original bottle and properly labeled.

**5. Can I visit my child at school?**

We have an open-door policy and parents are welcomed in our program at any time! Parent presence in the classroom should be in the best interest of the child.

Children often need time to adjust to new teachers and surroundings. Once a child becomes accustomed to staying at school, it is usually easier for a parent to come and go without upsetting them.

**6. Does the Learning Center have a waiting list?**

No. Open enrollment days will be set each year during March for the following year. First Baptist Church members will have 4 days to enroll before enrollment is opened to the community. No enrollment will be done over the phone.

**7. What will I need to enroll?**

- Child’s Birth Certificate
- Registration Fee
- Insurance Information
- Child’s Immunization Certificate
- Supply Fee
- Completed Enrollment Packet (filled out at enrollment)

**8. What happens if my child is sick or out of town for a long period of time?**

Regular attendance and maintaining a schedule is important if your child is going to benefit fully from this program. If you child is sick, please notify the Learning Center Director. If you know that your child will be absent, late or tardy due to a medical appointment or vacation, please inform the teacher in advance.

By doing so, the teacher is better able to assign your child through these transitions. There is no refund for those days that your child is absent.

**9. What is your policy for discipline?**

The Learning Center is dedicated to modeling and reinforcing good, appropriate behavior. Redirection and positive reinforcement are two methods of discipline that will be used. Time-out will be used minimally. Teachers will communicate to parents any recurring or alarming behavior problems. Please feel free to discuss discipline concerns with the staff at any time.

Should a child demonstrate dangerous behavior (i.e. behavior that causes physical harm to another student, adult or self), the Learning Center will do the following:

- 1) First offense - the teacher will discuss the child's behavior with the director and they will develop an appropriate solution.
- 2) Second offense – the child's parent(s) will be notified and the behavior discussed with them.
- 3) Third offense – the teacher and parent(s) will develop a plan for behavior improvement.
- 4) Fourth offense – the child will be dismissed from the program.

Current: January 22, 2012

