



**First Baptist Church Prosper**

**Operational/Parent Policies**

2026-2027

601 S. Church St.  
Prosper, TX 75078

[firstfriendspreschool.org](http://firstfriendspreschool.org)

972-347-2481 Ext: 105

## **Our Program**

First Friends Preschool is a weekday ministry of FBC Prosper, providing quality Early education learning/preschool program for children aged 18 months to 5 years old.

First Friends Preschool program desires to provide a loving and nurturing environment for children to learn and grow. We are committed to providing a well-rounded Christian and academic curriculum that will help develop the child in every aspect of his/her life. We want all children to be eager participants in the activities that will enhance cognitive, social, physical, emotional, and spiritual growth. Learning takes place as young children touch, manipulate and experiment with things and interact with people.

We use the early learning guide from the Children's Learning Institute for our 18-month-3-year-old classes, which promotes "hands-on" learning experiences and emphasizes development as a whole. Your child will be taught through learning centers, including language development, art, blocks, books, listening, home living, music, nature, writing, and puzzles. Daily emphasis on hands-on learning activities appropriate for each age group will be implemented.

In addition to our well-planned scope and sequence, we use the Texas Pre-Kindergarten Guidelines. While attending our preschool, your child will be preparing for conventional Kindergarten both socially and academically. We will work with the children, parents, and teachers to provide a quality Christ-centered preschool experience on which the children can build their future academic success.

In our private kindergarten class, we use the Crafty Classroom curriculum in association with our scope and sequence that still allows for learning through play along with math, sight words, and reading. Your students will have a hands-on experience with our cooking classes and our gardening program designed just for this age group. We will keep Christ at the center of all our learning each day.

All classrooms will have a scheduled circle time, learning times, snack, lunch, rest, indoor/outdoor activity time, music/movement, and Spanish class. In addition to the above, 3's, 4's and 5's will attend chapel weekly. The 2's will join chapel in October.

Our teachers eagerly work with each child and parent to make the preschool experience positive for all. All teachers have experience working with children and love ministering to their needs.

If a change is made to our Parent Policies, parents will be notified through email, and a written notification will be sent home with each child. The updated Parent Policies will be available to view on our website: [www.firstfriendspreschool.org](http://www.firstfriendspreschool.org)

### **Programs offered for the 2025-2026 School Year:**

18 months M/W & T/TH and a 4-day a week option of Monday-Thursday

2's - M/W, T/Th & T/W/Th

3's - M/W, T/Th, T/W/Th & M/T/W/Th

4's (Pre-K) - T/W/Th & M/T/W/Th

Private Kindergarten- M/T/W/Th

### **Admission & Enrollment**

First Friends accepts children who are 18 months to 4 years old by September 1<sup>st</sup>. Private Kinder students must be 5 by November 1<sup>st</sup>. **Children 3 and up must be potty**\* 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. Immediately following the registration time period, all children registered can access our website at [www.firstfriendspreschool.org](http://www.firstfriendspreschool.org) to download the enrollment packet. Registration for the following school year takes place in January for current students and their siblings, followed by FBC Prosper members. In late January, registration opens to new students. When classes are full, then applicants are placed on a waiting list.

First Friends does not provide drop-in or short-term child care.

First Friends does accept students throughout the school year, as long as space permits. We do not, however, guarantee space to be available. If a parent would like to "hold" a spot, all tuition must be paid in full up to the child's start date. For example, A parent would like to guarantee that there will be a spot for their child in January, and it is November. The parent can pay November and December tuition even though the child is not attending, to guarantee availability for January.

*\* If a child in our 3's or PreK/Private Kindergarten classes has repeated accidents, parents will be asked to come up and change their child before they will be allowed back in the classroom.*

### **Calendar**

First Friends is open from 9:00 am to 2:00 pm, Monday through Thursday. Children are not accepted before 8:55 am. Before 8:55 am, our staff is attending meetings, preparing their rooms, gathering supplies, and participating in prayer time. We also offer before care (8 am-8:55 am) and after care (2 pm-3 pm) for an additional fee. Doors will open for pickup at 1:50 pm. We ask that if you need to pick up your child early, please do so before 1pm. Many classes are having their rest time from 1pm until the end of the day, and this prevents distractions/waking up other children.

The academic school year for First Friends is September 3, 2025 through May 14, 2025, excluding school holidays and inclement weather days. Our program will follow the Prosper Independent School District calendar for holiday and inclement weather. During inclement weather, we will update our Facebook page, as well as send a school wide email if possible.

First Friends does not make up inclement weather days. However, if Prosper ISD's make-up day hits the same student group that missed a day due to inclement weather, the director can amend the school calendar at her discretion. **If Prosper ISD is delayed or closed, First Friends will be closed that day.**

### **Fees & Payments**

A non-refundable registration fee is required to register your child at First Friends Preschool.

Registration Fee

Toddler 2day	\$350
Toddler 4 day	\$700
2 days	\$335
3 days	\$405
4 days	\$465
Private Kinder	\$515

	Annual Tuition Options	Annual Tuition Options	Annual Tuition Options
Class name	Two Payments are due in July & December	Annual Tuition is due in July	Monthly installments Sep-May
Toddler 2day tuition	1,575.00	3,150	\$350/month
Toddler 4day tuition	3,150.00	6,300	\$700/ month
2 days a week tuition	1,507.50	3,015	\$335/month
3 days a week tuition	1,822.50	3,645	\$405/month
4 days a week tuition	2,092.50	4,185	\$465/month
Private Kindergarten	2,317.50	4,635	\$515/month

Tuition at First Friends is calculated based on the number of days your child attends and is divided into nine equal payments for your convenience. Families may choose to pay the annual tuition in one, two, or nine equal installments. We do not charge by the month, and the tuition amount already reflects scheduled holidays and days when school is not in session. Each year, our budget is carefully planned to allow us to maintain small teacher-to-student ratios, provide high-quality programming, and fairly compensate our dedicated staff. Because of this, withdrawing from the program mid-year can significantly impact the school. We kindly ask that families commit to completing the school year with First Friends, just as we are fully committed to supporting and caring for your child throughout the year. A payment box is provided at the

front desk of the Children's Building for cash or check payments. Parents may also pay by credit card, incurring a 2.75% fee. Or parents may have the tuition directly removed from their checking account for the fee of one dollar monthly. Tuition is due September-May, on the 1st of each month. Payments received after the 5th are considered late and will be assessed a \$25 late payment fee. If your tuition is going to be late, please notify the director.

There is a 10% discount (tuition only) on a second child enrolled in our program. Members of First Baptist Prosper receive a 10% discount on their child(ren). This does not apply if it is a grandchild, niece/nephew, etc. Also, if any family is in need of financial assistance, please reach out to the director as funds may be available.

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, vacations etc... The director must approve any exceptions.

If a student's account is a month or more past due, the student may not return to school until their account is current. Similarly, as spring approaches, students' accounts must be paid in full in order to participate in end of the year actives, including, but not limited to, Pre-K/PK graduation & our end of the year carnival. Once again, please let the director know if there are financial concerns that First Friends should be made aware.

### **Late Pick-Up Fee**

Children who are not picked up by 2:10 p.m. will be escorted to the extended care room (Room 6 of the Children's Building). A fee of \$10.00 will be assessed for late pickups & will be paid directly to the party providing extended care. Once a child is placed in the extended care program, the \$10 must be paid and the child must be picked up no later than 3:00pm. Even if you arrive at 2:15pm, \$10 payment is still due. If pick up is after 3:00pm the extended care provider may charge an additional late fee of \$10. This applies even if your child's ride is late & that ride could be you or your appointed pick-up. Please be considerate of your child's teacher's time (many must pick up their own children) & be on time for pick up.

### **Attendance**

Sign in/Sign out Procedure: When dropping off your child in the mornings, you must sign in your child, note the date and time of arrival, and include your initials. When picking up your child in the afternoon, you must note the time of departure and include your initials.

Notification of Absence: Please call the school at 972-347-2481 Ext 105 by 9:00 a.m. if your child is going to be absent or email us at [firstfriends@fbcprosper.org](mailto:firstfriends@fbcprosper.org).

## **Arrival & Departure**

Arrival: We do not accept children prior to 8:55am for First Friends. This enables our staff to prepare for your child's arrival.

*Children's Building:* Children will be walked to their classroom and signed in by their parent. Please make drop off quick and exit the building expediently. This makes things easier on your child. It is harder on the child when parents linger, stay, chat, etc...

*Portable Building:* Pre-K/PK students will be signed in at the bottom of the ramp and will then walk independently to their classroom.

Departure: Picking your child up on time should be a priority. Children will be released only to parents or people who have been listed on the enrollment forms and have proper identification. People other than the parent picking up a child must come to the office, provide their driver's license, which we will copy, and then they will be given a red pickup card to check the child out from his or her classroom. The red card will inform the teacher that you have been cleared by the front office to pick up the child. Please inform the director or teacher in writing if someone else will be picking up your child.

*Children's Building:* Parents will enter the building to sign out their child.

*Portable Building:* Parents will enter the building to sign out their child.

If your child must be picked up during rest time, please communicate with your child's teacher so she can make an alternative plan for your child during rest time. Ideally, if they need to be picked up early, please do so before rest time so that other students are not disturbed.

Entering the building: Please use the double glass doors in the breeze way to enter the children's building. Please do not attempt to access the building from the back-double glass doors. Our doors are kept locked for the safety and security of the children. As always, we are an "open preschool" which means that at any time during the day, you may come in for a visit without having to schedule a time to do so. You are always welcome to observe your child, the program's activities, building, premises, and equipment at any time during our hours of operation. Please check in at the front office even when visiting a classroom located in the portables.

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

## **Behavior Management**

Discipline will be loving, consistent, and based on the individual development and

understanding of each child's needs. Children need to learn to interact with one another on a consistent basis. Learning to take turns and cooperate is an ongoing process and, consequently, aggressive behaviors will occur (i.e. hitting, yelling, name calling, biting, pinching, kicking, etc...). Although we will 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).

To minimize inappropriate behavior, we use age appropriate lesson plans that provide a variety of hands on activities and positive guidance. First Friends uses the following rules of conduct for each classroom:

- Any behavior considered inappropriate will first be redirected in a positive manner.
- If behavior continues and could become harmful to the child, harmful to another child, or destroy property, further disciplinary actions will be used. A "time-out" will be used if the child continues behavior and chooses to ignore the teacher's directions. Time outs are limited to one minute per the child's age (i.e. a 3-year-old will be in time out for three minutes).
- If a time out within the classroom is not effective, the child will be sent to the director and removed from the classroom until orderly behavior can be observed. Parent(s) will be contacted if the child is removed from the classroom repeatedly.
- A parent conference will be requested for continual and/or repeated behavioral concerns. Both the director and teacher will be present at the conference and as a team, an action plan will be made for the child.
- For more extreme behavioral concerns, that put other children in the classroom safety at risk, First Friends has the right to suspend a child for a time period. During the suspension period, tuition is still owed and paid.

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 our campus. Please refer to page 16 for a complete discipline & guidance policy.

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

### **Bitting Policy**

Parents of both the child who was bit and the parents of the child that was bitten will be notified. Bitting is quite common among young children. It happens for different reasons with different children and under different circumstances. The first step in learning to control it is to look at why it may be happening.

- 1st offense - note sent home and parents called
- 2nd offense – conference (can be by phone) with parents, resources given
- 3rd offense - 1-week suspension

- 4th offense - 2-week suspension

### **Withdrawal & Dismissal**

Following a two-week written notice, parents may withdraw their child from our program at no penalty. Written notification must be furnished to the Director two weeks prior to the date of withdrawal. If a two-week notice cannot be given, a half-month's tuition fee will be assessed and applied to your account. All balances are considered due and payable upon withdrawal. Monthly tuition is not refundable. First Friends will not accept student withdrawals after April 15, 2023. Any withdrawals submitted after April 15, 2023 will be subject to payment for the full month of May.

First Friends reserves the right to dismiss a child for serious behavior problems, non-compliance with our policies, or non-payment of fees. Tuition will still be due and owed up to the date the director sets as the official withdrawal date. Written or verbal communication will be given before dismissal is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

### **Health & Medical Information**

A complete, accurate, and up-to-date Immunization Record along with a Health Statement from your health care professional must be provided to First Friends. The Health Statement should state that your child has been examined within the past year and is able to participate in a school program. This must be on file in our office. If not, your child cannot attend First Friends. No exceptions will be made to this rule. Immunizations records must be kept current. If your child is unable to receive an immunization, a written statement from the child's physician must be on file. For TB testing requirements please see the First Friends Director. If a parent chooses to exempt their child from immunizations, they must complete the Exempt Immunization for Reasons of Conscience. This form must be mailed to the state, and we must have the original certificate and the state mails back for your child's file.

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 our Injury/Illness Report form is available from the office, and a parent's signature is required on this form.

The state of Texas requires that all 4 and 5 years old have hearing and vision screening results on file. We have contracted with Metroplex Educational Consultants to provide this service. They will be at First Friends in October. The cost is approximately \$205 for both services. You

may choose to have your child's physician perform this service for you, but we must receive a copy of the results for our files. Actual results are required, "pass/fail" is not acceptable.

*Medical Emergency Procedure:*

If a child becomes injured while in the care of First Friends, the following steps will be taken:

- Immediate and appropriate first aid will be given to the child
- The child will be brought to the Director or other Administrator for further evaluation
- The Director/Administrator will determine if further treatment is necessary & if a parent or EMS call is needed.
- If further medical attention is needed, parent and/or EMS will be called.
- If child is taken to a physician/hospital, due to an injury that happened at First Friends, First Friends will self-report the incident to DFPS.
- An accident and illness report will be filled out and signed by the Director and guardian for any injury that happens during the First Friends school day and placed in the student's file.

*Staff Immunization Requirements:*

Immunizations are not just for students. Keeping up-to-date on vaccinations helps protect not only the teacher but the children as well from vaccine-preventable diseases, such as the flu, whooping cough (pertussis) and varicella (chicken pox). Pertussis is worse for children, but varicella is worse for adults.

Staff is encouraged to protect themselves from these diseases by receiving the appropriate vaccines. The risk of contracting varicella and pertussis due to working at First Friends Preschool is low. First Friends does not require staff to have these vaccines. A yearly flu vaccine is recommended but not required for all staff.

**Medication**

No medicine will be administered to your child unless a "Medication Form" is completed. This form may be obtained from the Director. All medications must be in the original container and labeled with the child's name and date, directions for administering the medication, and name of the prescribing physician. The medication may not be expired.

Instructions about storage must be clear. Please bring your own dropper or dosage cup. Prescription medications will be the only medication given. Tylenol can only be given after immunizations. If your child is sick, they must remain home. Your child's teacher may not administer medication, including teething tablets & vitamins.

Medicine may not be kept in your child's bag, lunch box, etc. For safety reasons, the medicine must be turned into the First Friends office. You are responsible for bringing it to us and picking it up every day. No medications are to be included in juice cups, bottles, etc.

**Illness**

Your child's health is of major importance to us. For the protection of your child, as well as others, children must not be brought to First Friends if they are ill. Please keep your child home if any of the following symptoms/conditions exist or have existed in the **past 24 hours:**

- . Fever of 100 degrees or more and accompanied by behavior changes or other signs or symptoms of illness
- . Vomiting or diarrhea
- . Any symptoms of usual childhood disease
- . Common cold, with **excessive cough or nasal discharge (cloudy, yellow, or green)**
- . Viruses, even those that do not require antibiotics (they are still contagious)
- . Sore throat
- . Croup
- . Any unexplained rashes
- . Any skin infections (boils, ringworm, impetigo, etc...)
- . Suspected mononucleosis
- . Pink eye or matted eyes

If your child has been diagnosed with the flu, please keep them home a minimum of **one school week**. Please refer to <http://www.cdc.gov/flu/school/> about the flu. Not spreading germs is the best way to keep all students at First Friends healthy.

If your child or anyone in your household is diagnosed with Covid-19, the director must be notified immediately. Directions will then be given by the Health Department as to how long the child must stay home, but it will be for a minimum of one school week. These directives are constantly changing and will be handled on a case-by-case basis.

If your child has diarrhea while at First Friends we will notify you by phone. If the child continues to have more than one loose stool, then we will call you again and ask for you to come and pick them up. They will not be able to attend the following school day.

If a child becomes ill while in the care of First Friends and develops a fever 100 or greater or any other symptoms while at school, you will be notified to pick up your child immediately. 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. **After an illness, children must be free of fever and other symptoms for 24 hours, and/or have been on medication for a 24-hour period before returning to our program.**

Please notify the director if your child is ill with a communicable disease (i.e. chicken pox, lice, pink eye etc.). First Friends 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 considerate of your child. We hope these precautions will help First Friends

have a healthy environment for all the children and staff.

## **Nutrition**

Parents must provide a bottle of water filled with water only (no juices, flavored drinks, etc...) and a nutritional snack and lunch for each school day. Snacks provided from the home help keep First Friends tuition costs low. Parents must provide a nutritional lunch and drink to be served at lunchtime. Please pack your child's snack and lunch in different containers and label them accordingly.

First Friends is not responsible for the nutritional value of food provided or for meeting your child's daily food needs. 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. Please keep in mind preschoolers easily choke on peanuts, popcorn, uncut grapes, uncut hotdogs, pineapple chunks, and hard candy. Please do not send sodas and candy as they may cause problems with other children. Also, sugar and caffeine may cause undue hyperactivity.

State guidelines also require that students have access to water throughout the day. Please send a water bottle or sippy cup of water with your child each day. Their water will be served and offered at each snack and lunchtime and will be kept available for them throughout their school day.

Before snack/lunch time, each class says a prayer. We are proud to instill in the children a love for God and a strong faith in all He has blessed us with.

Breastfeeding moms will be provided a comfortable place to nurse in our toddler classroom with a pillow for support, a stepstool for ease and water for hydration. Moms have the right to breastfeed their child at First Friends and/or provide the caregiver with breast milk to feed their child throughout the day.

## **Personal Belongings**

Please dress your child in comfortable clothes, remembering that children will experience messy activities at school. Open-toed sandals are not allowed on the playground. All children need to bring a complete change of clothing, including shirt, pants, socks, and underclothes. Extra changes of clothing need to coincide with the season (i.e. shorts in warm weather, long pants in cool weather). Please make sure these items are clearly labeled and brought EVERY day. If a child soils their clothing, they will be changed & the soiled clothing will

be sent home for washing. We do go outside during cool weather, so a coat is a necessity during the winter months.

Toddlers, 2's and 3's are required to bring a nap mat for rest time every day. Younger children need to bring a diaper bag/backpack stocked with disposable diapers, wipes, an extra change of clothing, bibs, pacifiers (if needed) needed for the day. We have nap mats available for our PreK & PK classes if any child feels the need to take a nap during their scheduled rest time.

For those children who are wearing diapers or pull ups, a supply of these should be provided for daily needs of the child. This supply should be labeled with the child's name and will remain in the classroom for use as needed. Diaper rash ointment and lotion if needed, must be labeled with the child's name.

Please do not allow your child to bring toys from home unless there is a special day planned and your child is asked to bring something (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 play tools we provide. The activities planned by your child's teacher support the overall theme of the day.

Please make sure the bag or backpack that your child brings his/her things, to and from school, is large enough to hold everything. The bag should be able to easily close/zip with all contents safely stored inside.

### **Sunscreen and Bug Spray**

First Friends does not provide sunscreen or bug spray for students. However, parents are welcome to apply one or both to their children before drop off.

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### **Outdoor Playground**

Please keep in mind that we play on the outdoor playground regularly during both summer and winter months. Children in extended care (over the normal 5 hours) will be afforded a 2<sup>nd</sup> recess, weather permitting. Please dress your child appropriately, ensuring that a light coat or jacket is available as the weather turns colder. For safety reasons, **open-toed sandals are not allowed on the playground.** Children will be kept inside when the temperature is below 32 degrees. If your child needs to be kept in on red ozone days, please notify the director.

Outdoor activities, fresh air and release of energy are important to a child's overall health. Recess provides children the space to develop motor coordination and self-confidence. Large muscle coordination is related to the development of small muscles and eye-hand coordination, which are all prerequisites for reading and writing. Outside play also is a social time for students to strengthen their friendships through unstructured play. Our recess is an

unrestricted, unstructured time where kids can run, use hula-hoops, kick balls, and use the playground equipment. During Music & Movement, children will also have an opportunity to use their large muscle group.

### **Toilet Training**

A child learns to use the toilet when he or she exhibits physical and intellectual readiness. Parents and teachers will work together during this significant stage of development. Please bring a supply of underwear, clearly labeled with your child's name, as well as a change of clothing, socks, and shoes. Children will not be forced to use the toilet at any time. For children going into our three's and four's classes, students must be fully potty-trained in order to attend the program. Unfortunately, due to the inability to have the correct items needed to change diapers/Pull-Ups, exceptions cannot be made.

### **Birthday & Celebrations**

Children love celebrating their birthdays. We want them to feel special here as well. If you are planning to bring a special snack for your child's birthday, please inform the teacher a minimum of **two** school days prior so she can make arrangements for snack time and contact families with allergy or dietary restrictions. Teachers can also make you aware of any allergies of the students in her care.

Birthday parties are fun, unless you are the only child not invited. Invitations may be passed out at First Friends only if all students in the class are invited. Otherwise, please mail your invitations.

At times, we are asked to provide a class roster to parents to aid in the mailing of party invitations. These rosters show children's names, addresses, and phone numbers. If you do not wish this information to be disclosed, please inform us in writing.

First Friends will have class parties to observe Fall, Christmas, Valentine's, and Easter. Parents will be asked to "sign up" to bring party favors, snack items, etc. Keep in mind that we are celebrating Jesus' birth at Christmas and His resurrection at Easter. Therefore, we ask that no Santa or Easter Bunny party items be brought to school.

### **Parent Involvement**

Involved parents help our children see the importance of learning. All parents can help in some way. Please ask your child's teacher how you can be involved in their class. Periodic parent meetings will be held on an individual basis if needed. Parents are invited to give

suggestions and feedback at any time and parents are encouraged to visit.

If at any time, you feel the need to discuss any questions or concerns about our program, please feel free to stop at the office or make an appointment with the director. Parents may review a copy of the minimum standards, the most recent Licensing inspection report, or contact the local state licensing authority, The Collin County Child Advocacy Center, 2205 Los Rios Blvd, Plano, TX 75074 or by phone at (800) 252-5400. The Texas Department of Protective and Regulatory Services website can be accessed at [www.tdprs.state.tx.us/childcare](http://www.tdprs.state.tx.us/childcare) or by phone at 800-582-6036.

### **Parent Code of Conduct**

Due to the nature of working so closely as parents and educators, we recognize there can be a natural conflict of opinions from time to time. As a school, it is our genuine aim to work for the good of the school and communicate as effectively as possible to work through any and all issues. We do our very best to honor you and your families by not sharing sensitive information or speaking any ill will about you, your child, or your family, and we ask the same of you. While attending our program, we ask that you refrain from slanderous talk or gossip within the community, whether that be talking in the parking lot, on social media, or even in the bread aisle at Kroger.

We encourage parents in our program to accept invitations from teachers to their private classroom Facebook pages that are used strictly for classroom pictures, updates, newsletters, reminders, etc. Not all classes will have one, but we will be using an app for regular communication from teacher to parent. To help protect the integrity of our program, please know that slanderous comments on social media are prohibited and could be grounds for dismissal.

We prefer not to get involved in custody battles. If we are brought into these battles & feel the safety of our students is compromised, then this will be grounds for immediate dismissal.

### **Liability Insurance**

First Friends maintains the liability insurance coverage required by Child Care Regulation in accordance with Texas Health & Human Services.

### **Abuse**

The State of Texas is a mandatory reporting state with regards to abuse. All personnel working with children are required by law to report all suspected cases of child abuse or neglect. A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the

name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony.

Our staff has completed annual training to recognize the warning signs of abuse. If you have concerns, please notify the Director immediately or contact the Texas Department of Protective and Regulatory Services at [www.tdprs.state.tx.us/childcare](http://www.tdprs.state.tx.us/childcare), at 550 E. 15th St, Plano, TX 75078 or by phone at 800-252-5400, or the Collin County Child Advocacy Center, 2205 Los Rios Blvd, Plano, TX 75074 or by phone at (800) 252-5400.



If our ~~partner~~ and/or any other ministers of our church can help you ~~or your family~~, please

### Common Indicators of Possible Child Abuse

#### **Child**

- Bruises or wounds in various stages of healing
- Injuries on two or more planes(sides) of the body
- Injuries reported to be caused by falling but which do not include hands, knees, or forehead
- Oval, immersion (in hot liquid), doughnut-shaped, or imprint (hot iron or cigarette) burns
- Reluctance to leave school, comes in early, stays late
- Inappropriate dress for the weather
- Discomfort when sitting
- Sophisticated sexual knowledge or play
- Radical behavior changes or regressive behavior
- Child withdraws or watches adults
- Child seems to expect abuse
- Revealing discussion, stories, or drawings
- Sudden changes in school performance
- Has not received help for physical or medical problems brought to parents attention

#### **Adult**

- Unrealistic expectations for child
- Reliance on child to meet (adult) social or emotional needs
- Lack of basic childrearing knowledge and skills
- Substance abuse
- Shows little concern for the child
- Denies the existence, or blames the child, for problems in school
- Asks the teacher to use harsh discipline when child misbehaves at school
- Sees the child as entirely bad, worthless or a burden
- Child and the parent rarely make eye contact with each other

call the church office at 972-347-2481. We are located at 601 S. Church Street, Prosper, TX 75078.

Scott Kay – Senior Pastor  
Amanda Kongthong – Children's Director  
Courtney Haneline - First Friends Director  
Office Administrator – Heather Dumas

### **Discipline & Guidance Policy for First Friends**

\* Discipline must be:

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

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

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements.
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the whole 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 for the child's age.

### **Emergency Closings**

In the event of inclement weather, the school will close if Prosper ISD closes.. The administrator, along with the front office staff, will make every attempt to contact class members if a closing applies to our school, only with a ProCare message, and we will also post on our school Facebook Page. Parents/guardians are reminded to download the Pro Care app for the most updated communication from the school. Please note: First Friends does not issue refunds for weather-related closings.

### **Crisis or Emergency Plan**

#### **Standard Procedures in Emergency Situations**

1. Teachers or administration must always retain student identification information and emergency care authorizations with class.
2. The administration will take keys, a cell phone, and the office emergency binder.
3. In the classrooms with students 18-24 months, an assistant administrator or special teacher will aid the classroom in helping transport the students safely during a crisis to a safe location.
4. During all crisis or emergencies, a representative of the school shall notify parents by the Pro Care app of the emergency and let them know when it is safe to pick up their students.
5. For preschool emergencies, our licensing representative will be notified by phone and or email as soon as it is feasible.

### **Fire Drill & Fire Evacuation Procedures**

Children will be educated in the proper procedures for a fire drill. They will be taught to listen for the designated sound for a fire drill. There will be practice fire drills each month.

All students must come to school in shoes. Shoes must always be worn to keep the school in compliance with state fire codes.

In case of a fire at FBC Prosper, teachers will evacuate the children to the designated place on their evacuation routes, which are posted in each classroom. Children will evacuate to the far end of the parking lot, as far back as they can go.

Teachers should close the classroom door and bring their cell phone and Life Line Book, which will include the monthly attendance sheets for their class and a count of all students present that day. It will also contain emergency contacts for each student, as well as the emergency consent for care form signed by each student's parent.

The Assistant Administrators will grab the emergency information for the whole school, which includes a copy of each student's emergency contact and the parent's permission to receive any emergency care needed.

Each classroom will be equipped with an "emergency kit," including a flashlight, band-aids, gloves, etc., so that minor problems can be handled. Please take the kit with you anytime you leave your room, along with your Life Line Book.

If the Emergency involves the entire church, then teachers will relocate to the Prosper ISD Family Resource Center, 401 E 1<sup>st</sup> Street, Prosper, TX 75078. We remain at this location unless directed by emergency services to relocate.

The Administrator, Assistant Administrator, and or teachers shall notify parents in the app of the emergency and when it is safe to pick up the students. Our licensing representative will be notified by phone and or email as soon as it is feasible.

### *Tornado*

In the event of a tornado or tornado warning, teachers will move the children away from glass window and doors. Children will line the hallways or bathrooms in a sitting position with their arms covering their heads. No child will be near a glass or exterior door. Teachers will close classroom doors and will monitor their children during this drill. If time and weather permits, and it is safe enough, we will evacuate the building and bring the entire First Friends staff and children to the main church building. Teachers will be sure to bring their Lifeline book and flashlight.

The children will be educated in the procedures for the tornado drill. They will be taught to listen out for this drill. There will be several opportunities to practice this drill during the school year.

#### *Lockdown*

First Friends has a lockdown drill that we practice as an entire class multiple times a year. Due to the sensitivity of this emergency procedure, we do not share the specifics of this drill publicly.

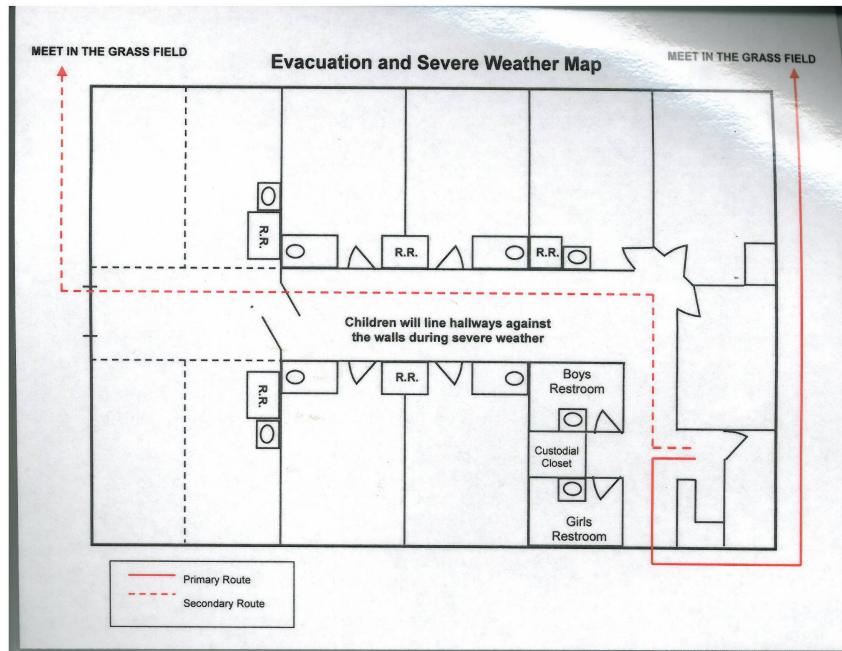
#### *Power Outage*

In the event that there is a power outage on campus, we will contact parents. According to state standards, we are unable to operate without electricity. We will email or text parents and then post updates on our website.

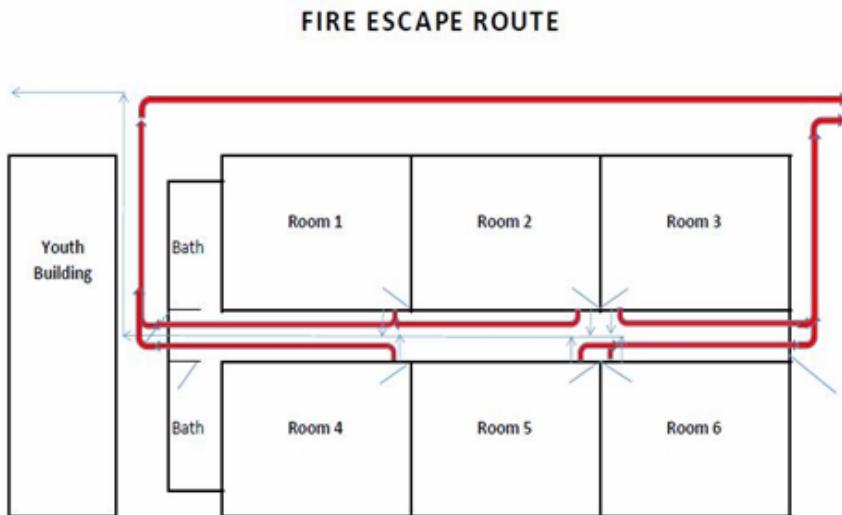
#### Gas Leak or Chemical Spill

In the event of a gas leak or chemical spill, First Friends will evacuate to Prosper ISD Family Resource Center, 401 E 1<sup>st</sup> Street, Prosper, TX 75078. We remain at this location unless directed by emergency services to relocate.

## Children's Building Evacuation Map:



## Portable Evacuation Map:



1. All building exit, proceed North, then East to the bleachers at Eagle Landings Park

1. All building exit, proceed North then head to the West side of the parking lot

## **Parent Policy & Abuse Handout Sheet**



\_\_\_\_\_ (Initial) I have reviewed a copy of the Parent Policies, as well as the Common Indicators of Possible Abuse Form for the 2025/26 school year. These forms can be found on our website: [www.firsfriendspreschool.org](http://www.firsfriendspreschool.org).

\_\_\_\_\_ (Initial) I represent that I am the person who has the right to consent to medical and dental treatment on behalf of my child. I authorize First Friends Preschool to consent to medical and dental treatment if I or other parent/nonparent caregiver cannot immediately be contacted by telephone.

\_\_\_\_\_ (Initial) I understand that First Friends, as a ministry of First Baptist Church Prosper, carries the required liability insurance mandated by Child Care Regulation.

(Initial) I understand that children in the 3's and 4's class **MUST** be potty trained.

\_\_\_\_\_ (Initial) I understand that these policies might be updated throughout the school year, but I will be notified via email if any policy changes.

Students Name (printed):

Parents Name (printed): \_\_\_\_\_

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\_\_\_\_\_ Date \_\_\_\_\_