

ARTICLE IV: OFFICERS

The center will be administered by the Church Weekday Education Team and a director. The team will be elected by the church. The director will be recommended by the team and elected by the church. The team will follow the policies of the church in the operation of the center. The team will be composed of a minimum of five (5) members and a chairman. The team will serve terms as follows: two (2) serving one (1) year, two (2) serving two (2) years, and two (2) serving three (3) year terms.

Any additional team members will be elected to serve for the number of years needed to maintain the rotation. The chairman will be selected from within the team. The pastor, director, and teacher representative will serve as additional non-voting members. The team members will be recommended by the church nominating team or general church body.

ARTICLE V: CONSTITUENCY

The Church Weekday Education Team and the director will review and approve, or deny, all applications for enrollment. There will be no discrimination because of race, creed, or sex. Children with mental or physical impairments that would prevent their participation in group activities or expose them to physical or psychological damage will be considered for admission by the director and the CWE Team.

ARTICLE VI: FINANCES

The center will be financed on a nonprofit basis by fees from the pupils, allowances from the church, and gifts. Administering of the budget by the director and Church Weekday Education Team will conform to the financial policies of the church. Expenditures will be made within an annual budget recommended by the Church Weekday Education Team and adopted by the church.

ARTICLE VII: STAFF

The staff will be qualified to perform the position they hold as defined in the job description of their position. The staff will be recommended by the Church Weekday Education Team and approved by the church.

ARTICLE VIII: CHANGES

To rescind, change, or modify any part of the constitution, the Church Weekday Education Team will submit such recommendations to the church and a two-thirds (2/3) majority vote of the church members present in conference will be required for approval.

BYLAWS

The following operational policies and regulations form the bylaws of this constitution:

1. The Preschool Learning Center will provide early childhood education.
2. The minimum age for enrollment eligibility for preschool children will be 9 months of age by September 1st of the school year.
3. The child: teacher ratios for classes are as follows:

9 months	5 children, 1 teacher, 1 assistant
2-3 years	6 children, 1 teacher, 1 assistant
3-4 years	12 children, 1 teacher, 1 assistant
4-5 years	14 children, 1 teacher, 1 assistant
4. The primary criteria for eligibility, regardless of other factors is:
 - a. The individual child's emotional readiness to be separated from his or her primary caregiver, even for a few hours a day.

that would prevent their participation in group activities or expose them to physical or psychological damage will also be considered for admission by the director and CWE Team.

6. Within the first month of class, each child must have a current immunization record, a medical form, and a signed physician's report.
7. Regular attendance of all children is essential and expected. Children will benefit from the opportunities offered by a group preschool program only if they attend regularly. Extended absences should be reported to the director.

***The Preschool Learning Center
GENERAL POLICIES***

ENROLLMENT-REGISTRATION-TUITION

1. A child must be 9 months old by September 1st of the school year to be enrolled at the Preschool Learning Center. Any exceptions must be approved by the Church Weekday Education Team.
2. Each child must be in good health. All children in the 3-4 year old class and 4-5 year old class should be toilet trained. All children will be examined on arrival each day for symptoms of illness. Symptoms which require a child to remain at home are: a cold, fever skin eruptions, etc. Children must be free of fever for at least 24 hours before returning to school. If a child becomes ill during the school day, they will be isolated from other children immediately and the parents will be called to pick up the child as soon as possible.
3. Ratio of children to teachers for each age are as follows:

9 months:	5 children, 1 teacher, 1 assistant
2-3 years:	6 children, 1 teacher, 1 assistant
3-4 years:	12 children, 1 teacher, 1 assistant
4-5 years:	14 children, 1 teacher, 1 assistant
4. Members of Fairlawn Baptist Church, followed by those currently enrolled in our program, will have first priority to register preschoolers for the fall program. Registration will then be opened up to those on our waiting list and the general public. Waiting lists will be kept for all classes.
5. Registration: Yearly registration will include payment of a non-refundable registration fee and completion of necessary forms (i.e. enrollment application, medical form, child information sheet, parent contract agreement).
6. All medical forms must be signed and returned within the first month of class. A child will not be permitted to continue in the program if after one month the medical form has not been completed.
7. A parent contract agreement will be signed for a specific class upon acceptance of an enrollment application.
8. Tuition is due at the end of each month, August through May. If tuition is not received within 5 days, a late notice will be sent. After 25 days, a letter of suspension will be sent to the parent unless definite arrangements have been made for payment. If tuition is not paid by the end of the month, the child will be dropped from the program. Unusual financial circumstances of the parents may be reported to the director and reviewed by the Church Weekday Education Team. Once a child's enrollment has been canceled, the parent must pay the balance in full before the child can be reinstated.

parking lot as we cannot provide supervision in those areas.

4. A specific area inside the building will be assigned to each class as a meeting place for parents and children. Children who are enrolled in the Mother's Day Out classes will be picked up in their classrooms. The parents of children, ages 3-5, will wait in the assigned area until the teachers bring the children to meet them upon dismissal.

All children should wear weather appropriate, comfortable clothing. Tennis shoes are required. Clothing should not restrict the child from participating fully in all activities (painting, water table play, etc.) All extra clothing and personal belongings must be labeled with the child's name. We ask that each child has a change of clothes in their backpack.

5. Children are not allowed to bring toys or personal belongings to school except on specific days as approved by the teacher.
6. All children must bring a nutritious lunch. Please, no carbonated beverages.

SPECIAL EVENTS AND PARENTAL INVOLVEMENT

1. Field trips will be conducted under close supervision and with written permission for each child.
2. A current copy of auto insurance card must be on file for anyone who plans to transport children for a field trip.
3. Siblings are not permitted on Field Trips.
4. Parent conferences will be scheduled during the school year. Additional conferences may be scheduled as needed. Family nights and activities will also be scheduled throughout the year.

Visitation:

Parents may visit the Preschool Learning Center at any time and as often as they wish as long as classes are not interrupted. Please sign in at the director's office before going to the classroom. Note, however, that children do adjust better if parents do not remain in the classroom during the first two weeks of school.

Teachers will conduct class visits with all newly enrolled students before school begins to help make the transition from home to school an easier one. In the case of a student entering school after the school year has begun, a class visit will be made as soon as possible after enrollment.

6. Birthdays may be recognized at school upon notification of the child's teacher. The parents may provide a special treat (cookies or dessert) for the class.
7. Parties will be scheduled to celebrate:

Fall Festival (instead of Halloween)	Valentine's Day
Thanksgiving	Easter
Christmas	End-of-Year

Other activities may be scheduled by the director or the teachers. Parents will be asked to participate by coordinating party activities and providing refreshments when needed.

The preceding Church Weekday Education Preschool Learning Center Policies will be distributed to all parents at the time of registration. A statement will be included in the Parent Contract. The parents will sign that they have read and understood the school policies. In doing so, they

Fairlawn Baptist Church
CHURCH WEEKDAY EDUCATION
HANDBOOK



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These policies are part of the
CHURCH WEEKDAY EDUCATION HANDBOOK
The complete handbook is available in the CWE Director's office.