



The Solid Rock Preschool and Mother's Day Out

Parent Handbook

He set my feet on a rock and gave me a firm place to stand. Psalm 40:2

Dear Parents,

*I want to welcome you and your family to **The Solid Rock Preschool and Mother's Day Out**. It is a blessing to be able to provide you with a quality Christian-based preschool. I am reminded daily of the awesome responsibility and privilege we have when we welcome your child into a classroom each morning. We will make every effort for each child to feel welcomed and loved.*

The Solid Rock is designed for children six months of age through pre-kindergarten. Our goal is to give your preschooler a firm foundation mentally, emotionally, socially, physically, and spiritually. This handbook has been prepared in order that you may know the policies and better understand the program as we work together to help your child through a successful year.

As parents, you are cordially invited to visit us, ask questions, and make suggestions. We will be available to you to discuss any concerns you have. The best assurance for the success of your child's experience is the close cooperation and understanding of parents and staff.

If you are not presently involved in a local church, we want to invite you to visit First Baptist Church of Wentzville. We have wonderful child care and children's activities in our church. If at any time you have any prayer requests for your family or others, please feel free to bring them to the attention of our staff. We want to lift your needs to our Heavenly Father, as it is to His glory that we dedicate this ministry!

In Christ's Love,

*Conda Halcomb
Director*

Turn to the end of the Handbook to see our new policies concerning COVID-19.

THE SOLID ROCK

Preschool and Mother's Day Out

First Baptist Church of Wentzville

653 Luetkenhaus Blvd.

Wentzville, MO 63385

(636) 327-8696

chalcomb@fbcwentzville.com

The Solid Rock Preschool and Mother's Day Out is...

- a ministry designed to meet mental, physical, spiritual, social, and emotional needs of preschoolers as an expression of Christ's love.
- a supportive ministry for families. We are designed to provide mothers a regular block of time, free from their preschooler, to meet personal and family needs.

Our objectives are:

- To enable every child to grow in understanding and love for themselves, their families, and others in their world.
- To help each child grow in awareness that God loves them and that Jesus is a special friend.
- To develop a child's problem-solving and communication skills through age-appropriate activities.
- To provide each child with opportunities to enjoy creative expression in music, art, and play.

OUR MISSION

We exist to help the children know and develop a biblical worldview based upon FBC Wentzville's statement of faith.

You can find our beliefs at: <http://www.fbcwentzville.com/About/What-We-Believe.aspx>

OUR PHILOSOPHY

It is our opinion that preschoolers are preschoolers! We have learned through research and our own experiences that children learn through play—not work. It is our desire for your child to have a fun day that provides opportunities for learning.

We want your child to have a positive “school experience” that will be the basis for his/her school years. After all, if your child can write his name, knows all his colors, and recognize all of the alphabet, but hates going to school, what good have we done? It is our goal for each and every child to look forward to coming to school each week! Learning will take place when a child knows he is in a safe, friendly, and loving environment!

The children will have all their kindergarten readiness skills by the time they “graduate” our school, but we will take it at a more relaxed rate than some other facilities. Though academics are an important part of our day, we focus more on the development of the whole child. We are committed to helping your child grow mentally, physically, spiritually, socially, and emotionally. If we are able to give your children a solid foundation in all areas, they will be better equipped to succeed in the future.

The Solid Rock is in session Monday - Thursday from 9 - 2.

We accept children who are 6 months old - pre-kindergarten

We offer a variety of choices in the day(s) your child can attend. Please refer to the “Days Offered and Tuition Rates” insert in the handbook.

All children are placed in the appropriate classroom according to his/her birth date.

TUITION

Tuition at The Solid Rock is due the 1st of each month, starting September 1 and ending May 1. Checks should be made out to First Baptist Church Wentzville or FBCW. You will not receive a statement every month.

Tuition is an averaged amount based upon the number of days we are open. Therefore, you will pay the same tuition amount in a 5-week month as you would in a 3 or 4-week month.

We give snow day credits. Snow day credits are issued only once a year at the end of March for the April tuition. They are not issued in the month that the snow day occurs.

When Solid Rock closes a classroom for 24-hours due to a confirmed case of COVID-19, there will be no reimbursement to parents.

When Solid Rock closes the facility for an extended period of time due to a cluster of COVID-19 cases, parents will receive a tuition credit minus the cost of deep-cleaning the facility.

Included in your monthly tuition are the following services:

- Special events/activities (i.e. STEAM learning days, Junior Olympics)
- Wipes (for diaper changing and clean-up)
- Art and classroom supplies

LATE TUITION PAYMENTS

If tuition is not paid by 2:00 pm on the due date, you will be charged \$25.

If tuition is not paid within one week of the due date an additional \$10 will be charged each week until the account is paid in full.

If tuition is not paid prior to the start of the next month, your child will be dismissed from the school.

ADDITIONAL FEES

Lost Door Key	\$10
Late Pick-Up Fee	\$10 the first 15 minutes, \$5 each additional 15 minutes
Returned Check Fee	\$20
Registration Fee	A Registration Fee will need to be paid in order for your child to be enrolled. Please refer to the current year price sheet for our fees and rates.

PAYING ONLINE

You can pay online by logging into your Parent Portal account. Please speak with the Director if you need assistance accessing your account. Also, on your Parent Portal, you can run monthly and yearly statements, view your child’s Permitted-to-Pick up permissions, etc.

SCHOOL CALENDAR

You will be provided a calendar at Open House listing all the days that we will be closed throughout the year. There is also a school calendar on our website. Please refer to the calendar on a regular basis.

RECORDS

We will need the following forms in order to enroll your child; official Birth Certificate (we will take a copy of it and return the original to you), Enrollment Form, and Immunization Record. A health form must be turned in within 30 days of your child's first day of school.

HEALTH

To provide the best care for each child, we can accept only children that are free of disease and illness. We are depending on you to help us maintain this policy. Children should be fever free for 24 hours as well as vomiting/diarrhea free for 24 hours before returning to school. If symptoms of illness are observed, your child will be sent home. We do appreciate phone calls when your child is going to be absent.

DROPPING OFF AND PICKING UP A CHILD

A reliable person must leave and pick up your child. The person who brings your child must stay until the child has been checked into the class. Your child will be released only to individuals authorized on the Enrollment Form. We will need written permission for someone, other than those listed on the Enrollment Form, to pick up your child. We will ask for identification when we do not know the person.

SECURITY SYSTEM

For the children's protection, our facility is locked from the outside during regular school hours. All parents and visitors must enter through the Office Entrance and are required to check in at our Main Office.

VIDEO TAPING

We will be videotaping the children periodically in their classrooms. The video will be shown only to our congregation and during our winter and spring parent events.

BIBLICAL TEACHING

The Solid Rock ministry is a ministry of First Baptist Church of Wentzville. The curriculum offered by the instructors under the direction of the ministry leadership will reflect the teachings of the Bible and the articles of faith of the church. <http://www.fbcwentzville.com/About-Us/What-We-Believe>
You will be asked to sign our enrollment form acknowledging your acceptance of our Biblical teaching.

CLASSROOM PARTIES

We will have classroom parties throughout the year. Prior to the party we will ask for donations of food and/or drink, paper products, etc. The St. Charles County Health and Sanitation Department is requiring that all snacks provided by the parents be store bought.

BIRTHDAYS

Birthdays are a very special time in a preschooler's life so you are more than welcome to bring a special treat on or around your child's birthday. Please coordinate with the classroom teachers if you wish to provide a special treat. The St. Charles County Health and Sanitation Department is requiring that all snacks provided by the parents be store bought.

EXTRA CLOTHING

Each child needs, in his/her backpack, an extra change of clothing. A change of clothes is not always needed for bathroom accidents, but also are needed when a child spills his/her drink, sits on wet outside play equipment, etc. The clothes will not be stored at our facility. We ask that you check periodically to ensure that the extra change of clothes fits your child and is appropriate for the weather.

LUNCHES AND SNACKS

Please provide a lunch each day that contains a drink and finger foods that can be easily eaten without a lot of help from their teachers. Due to state health regulations, we cannot provide refrigeration or heating to classroom lunches. However, if you must have refrigeration or heating due to health reasons, please let your child's teacher know, and place the lunch/drink in a paper bag with their name on the bag.

Please provide your child with a snack each day. We request that the snack be packed in a sealable plastic baggie, separate from your child's lunch. Please do not send candy; those children who bring candy will not receive a snack that day.

FOOD ALLERGIES AND MEDICINE

It is a parent's responsibility to alert us of any food allergies. If your child has an Epi-pen or Benadryl due to allergies, these items must be stored in the Director's office with a completed medication authorization form. Please contact the Director to receive all the paperwork necessary to authorize us to treat your child in case of an emergency.

We are not permitted to administer medicine (other than allergic reaction medicine) to the children, including over-the-counter medicines such as Tylenol. For the safety of the children, absolutely no medicine is allowed to be stored in a child's backpack.

BATHROOM POLICY

Any child who is 3 as of August 1 of the current school year must be potty-trained. Potty training is defined as:

- Your child can tell a teacher when he/she needs to go to the bathroom.
- Your child wears "big boy/girl" underpants.
- Your child does not consistently have "accidents" in his/her pants.

Please know that we will help your child as much as needed in the bathroom; however, we always want a child to attempt to pull his/her pants down and attempt to use toilet paper before we step in and help. We do want your child to learn to be independent in the bathroom.

At Solid Rock and First Baptist Wentzville we believe that God creates children male and female (Genesis 1:27). Because of our biblical belief, every child will be required to use the bathroom that corresponds to the gender on his/her birth certificate.

OPEN FACILITY

We have an open facility policy which means that you are welcome in our building anytime that your child is in attendance. We do ask that you not make your presence known to your child for that can cause a preschooler to cry. You are also welcome to call anytime during the day and ask for a progress report on your child.

INCLEMENT WEATHER OR COVID-19 CLOSING

Solid Rock will announce school closings using the following formats:

- on our website www.fbcwentzville.com/srp. Be sure to go to the “Solid Rock page” of our website, which is the link above.
- on Facebook.
- via email. IF you submitted Mom’s and Dad’s emails BOTH will receive an email.
- via text. IF cell phone carriers were submitted on the enrollment form, both Mom and Dad will receive a text.

The website will always be your first mode of contact, especially IF Wentzville School District closes. Anytime that Wentzville is closing for any reason, we will try to put on the website an announcement that either says, “Solid Rock is open today, (with the date),” or “Solid Rock is closed today, (with the date).” All website information will be posted by 7:00 a.m.

Spring Tornado Season

Our facility does not have a basement. We will do our best to care for the children and move them to safe rooms, but if you have a basement and feel better about having your child at home, you can come into the facility any time of the day and check him/her out of the classroom.

ENROLLMENT CHECKLIST

We would love for your child to join us at Solid Rock. If you have decided that we are the preschool for you, here is a list of paperwork that needs to be completed in order to have your child enrolled:

- ✓ Official Birth Certificate (we will take a copy and return the original)
- ✓ Immunization Record
- ✓ Enrollment Form
- ✓ Enrollment Fee

All forms must be turned in on the day you enroll your child or we will not be able to add him/her to our school roster. If you have any questions about these documents, please contact us.

DISCIPLINE

In order to have a safe and friendly environment during school, the children have 3 basic rules to learn and follow:

They cannot harm themselves.

They cannot harm others.

They cannot harm things (such as toys, books, etc.).

This ministry has no corporal punishment. We instead use an age-based time out system. If undesirable behavior occurs, a verbal warning is given to the child. A second verbal warning is given if the behavior continues. On the third offense, the child will be sent to the time out chair and remain there for a time determined by his/her age. Should any misbehavior occur again, the child will be sent to the director. If further action is needed, a call to the parents will be made. Should our efforts prove unsuccessful in deterring a child's misbehavior, refer to our "dismissal of a child" policy.

WITHDRAWAL OF A CHILD

If you choose to withdraw your child prior to the end of the school year, you are required to give the Director two weeks' notice before withdrawing. If you decide to withdraw your child without prior notice, you will be charged two weeks tuition.

ADDITIONAL NEEDS

We are not designed or equipped to adequately care for children with extensive physical, mental, emotional, or behavioral needs. If you believe your child requires more individualized care, please see the Director for guidance. If we observe in the classroom that we are unable to meet the needs of your child, we will refer you to your school district's Parent's As Teachers, First Steps, or Early Childhood Education program. Upon that referral, we will expect you to follow through with our recommendation. If you choose to not follow our recommendation, please refer to our "dismissal of a child" policy.

DISMISSAL OF A CHILD

It is our goal to never dismiss a child from our ministry. We are here to teach and train preschoolers and with that assignment comes patience and consistency in our teaching. However, if the classroom teachers believe one or more of the following criteria applies to a child, we will begin to evaluate the child's behavior in the classroom.

1. The child consistently harms classmates and/or teachers.
2. The child has extreme physical and/or emotional outbursts where he/she cannot function in a classroom setting for an extended period of time.
3. For a large part of the day, one child takes one teacher's constant attention and care causing the other teacher to manage the rest of the class.
4. The child ignores teacher's instructions to the point of endangerment.

If a child's behavior is considered to be a danger to classmates or teachers, we will dismiss the child immediately and refer him/her to either First Steps or your school district's PAT. If a child's behavior is not considered to be a danger to classmates or teachers, we will begin the process of notifying the parents of our concerns so that we can work out a plan that will best help the child.

We respectfully reserve the right to dismiss any child from the program.

CURRICULUM IN THE CLASSROOMS

Tigers

- ✂ This is an accelerated pre-k class for older children who turn 5 by September 30, 2020.
- ✂ Past experience tells us that many children who are held back from kindergarten are socially and academically ready to attend. Any child who qualifies for kindergarten **MUST** be screened by a Solid Rock staff member prior to enrollment to see if our class will be of benefit to the child. Any child currently enrolled at Solid Rock will be allowed to enroll upon the recommendation of his/her current teacher.
Please email Miss Belinda at solidrock@fbcwentzville.com to schedule your child's screening.
- ✂ The classroom ratio does not exceed 8:1 with a total enrollment of 16.
- ✂ The children must attend on Monday, Tuesday, and Wednesday. You can add Thursday which is an enhanced learning day where the children will have more hands-on learning with science projects, and specialized reading/phonetics projects.
- ✂ The curriculum we use is "My Father's World," which is a biblically based **kindergarten curriculum**. The alphabet, beginning reading, sight words, numbers, math, science, and social studies are taught in a thematic approach.
- ✂ The children attend chapel, have inside/outside recess daily, explore music twice during the week, and are involved in STEAM Special Events. They also have guest speakers visit the classroom and talk about their area of interest.
- ✂ Children learn respect for the teachers and others in the school. Improper social skills are addressed so that each child understands the importance of considerate social behavior.

Pre-K (4's turning 5)

- ✂ Children entering a pre-k class must be 4 by July 31, 2020.
- ✂ The classroom ratio does not exceed 8:1 with a total enrollment of 16.
- ✂ In the pre-k classes, barring any learning problems, your child will be ready for kindergarten by the end of the school year. All kindergarten readiness skills are included in the curriculum of these classes.
- ✂ The curriculum we use is "WEE Learn," which is a biblical-based learning center curriculum. The alphabet, phonics, numbers, math, and science are taught in the learning centers. During circle time, the children review the information from the learning centers, as well as the days of the week, weather, patterns, and group social skills. In learning centers or in large group, the children complete an art project (which emphasizes the method rather than the finished product) and learn to print their names, letters, and numbers.
- ✂ The children attend chapel, have inside/outside recess daily, explore music twice during the week, and are involved in STEAM Special Events. They also have guest speakers visit the classroom and talk about their area of interest.
- ✂ Children learn respect for the teachers and others in the school. Improper social skills are addressed so that each child understands the importance of considerate social behavior.

3's Turning 4

- ✂ Children in the *3 turning 4* class must be 3 by July 31, 2020.
- ✂ The classroom ratio does not exceed 7:1 with a total enrollment of 14.
- ✂ These children **do not have a rest time** during the day.
- ✂ The curriculum we use is "WEE Learn," which is a biblical-based, learning center curriculum. The alphabet, phonics, numbers, math, and science are taught in the learning centers. During circle time, the children review the information from the learning centers, as well as the days of the week, weather, patterns, and group social skills. In learning centers or in large group, the children complete an art project, which emphasizes the method rather than the finished product.
- ✂ The first half of the year, the children learn to recognize their names, letters, and numbers. Printing is taught in the second half of the school year.
- ✂ The children attend chapel, have inside/outside recess daily, explore music twice a week, and are involved in STEAM Special Events. They also have guest speakers visit the classroom and talk about their area of interest.
- This class is generally a child's first exposure to pre-school so we strive to teach every child respect for the teachers and for others. Social skills are addressed, especially in the beginning of the school year.

Bunnies & Bears

- Children in the *Bunny* or *Bear* class must be 2 by July 31, 2020.
- ✂ The classroom ratio does not exceed 6:1 with a total enrollment of 12.
- ✂ The curriculum we use is "WEE Learn," which is a biblical-based, learning center curriculum. The learning centers include art, blocks, science/nature, books and puzzles, and home living. Each week is theme-based and all learning centers relate to the theme. The themes include school, friends, families, winter, Christmas, transportation, communication, spring, Easter, etc. There will be a short circle time to introduce the theme and address concepts such as days of the week, the alphabet, numbers, and weather.
- ✂ Every day the children attend chapel, have music class, and have inside/outside recess.
- ✂ While we do realize that the children in these classes are only two, we will introduce basic courtesy lessons such as please and thank you, looking at the teachers while talking, being kind to others, etc.
- ✂ The classroom has rest time after lunch. Rest mats are placed on the floor and children are encouraged to rest.

Lambs & Puppies

- ✂ Children in the *Lamb* class must be 6 months by September 1, 2020 in order to attend.
- ✂ Children in the *Puppy* class must turn 2 from August 1, 2020 – January 31, 2021.
- ✂ The classroom ratio does not exceed 4:1 with a total enrollment of 8.
- During the months of September and October, the classroom goal is to help each child adjust to school. We have many activities for the children, but first we must calm each child and build relationships. Once the classroom is quiet and calm, more instructional activities are introduced.
- ✂ The curriculum we use is "WEE Learn," which is a biblical-based, learning center curriculum. The learning centers include art, blocks, science/nature, books and puzzles, and home living. Each week is theme-based and all learning centers relate to the theme. The themes include school, friends, families, winter, Christmas, transportation, communication, spring, Easter, etc.
- ✂ The children attend chapel and have inside/outside recess daily.
- ✂ The classroom has rest time after lunch. Rest mats are placed on the floor (the Lambs will sleep in cribs) and children are encouraged to rest.

Pebble Information

The following information pertains to preschoolers who are not 3 as of July 31, of the current year: Lambs, Puppies, Bunnies, and Bears.

REST TIME

The children in the Pebble classrooms (not yet 3 as of July 31, of the current year) will have a rest time. We provide the mats (cribs in the Lamb class) and ask that parents provide a crib sheet, blanket, and anything necessary to help your child rest (i.e. pacifier, special sleep buddy) No child is forced to lay on a mat more than 30 minutes if he/she has not fallen asleep. Linens for 2-day children can be stored at our facility and will be sent home monthly to launder. We will not store pillows and ask that they not be sent.

MUSIC

The children will participate in a separate music class each week. Like in the regular classroom, music class will include theme-based activities. Each child will learn to express himself and use creativity as the class sings, plays instruments, and moves to the music. The Lamb and Puppy classes have music in their room provided by the classroom teachers.

BITING

While biting is a concern to us with the younger children, it is a part of development and usually goes away after a child's language develops. Some things that The Solid Rock does to minimize biting or when a biting incident occurs are:

- Place the biter in "time out" using phrases such as; "Biting hurts" and "We use our teeth for chewing".
- Help the child who was bitten by washing the area and applying an ice pack.
- Shadow the biter so that he/she is always near the teachers or within arm's reach.
- Reinforce positive behaviors in the child.

SUPPLIES FOR SCHOOL

Children not yet 3 by July 31 need to bring the following items to school every day.

- snack and lunch
 - bottles (if needed)
 - disposable diapers (if needed)
 - crib sheet and cover for rest time
 - diaper bag or backpack (a full-size one, please)
 - extra change of clothes (2 set of clothes, if your child is potty-training)
- Please clearly mark all items with your child's name.**

Potty training will not be conducted in the Lamb's class.

AN OVERVIEW OF OUR DAY

You are probably wondering what we do with the children during the five hours we have them.

- In the morning, no matter your child's age, we start the day with free play and warm-up time from 9:00 to 9:15.
- At 9:15 the school comes together and we have a 20 minute Chapel time. We will recite the Pledge of Allegiance, learn Bible verses, sing fun songs, and hear a Bible story or a story that teaches a moral or value.
- After Chapel all children go back to their classes and begin different activities/lessons. Each week the classrooms have a teaching theme (it's different for each class) and all the day's activities go along with the theme. According to your child's age there will be different degrees of alphabet recognition or writing, name recognition or writing, lessons on shapes, colors, patterns, etc.
- During the morning the children also complete a variety of theme-related activities in centers. Centers may include art, homeliving, writing/letter recognition, puzzles/manipulatives, science, books, and/or blocks.
- All classes have 30 minutes of free play either on an outside playground or in our indoor play room.
- The children have lunch between 11:30 -12:30, according to their age and class schedule.
- After lunch, the children will nap or have a quiet time. Non-napping children will have quiet activities to participate in while the other children are resting.

Boulder Information

The following information pertains to preschoolers who are 3 on or before July 31 of the current year: Lions, Elephants, Zebras, Giraffes, Kangaroos, and Tigers.

Children who are 3-years old on or before July 31 do not nap.

BITING

We have implemented a “no biting” policy for our 3, 4, and 5-year old children. While biting is a concern to us with the younger children, it is a part of development and usually goes away after a child’s language develops.

The Solid Rock’s policy on biting is as follows:

- If your child bites 3 times (as long as the skin on the other person is not broken) on any one day then the parent will be called and your child will be sent home for the remainder of that day.
- If at any time the skin is broken due to a bite then the parent will be called and the child will be sent home for the remainder of the day.
- If the biting continues and is severe to where it becomes necessary to send the child home on a daily basis or is adding undue stress on the other children or the environment, it may become necessary to terminate enrollment. This is not something we take lightly, and please know that this would be a last resort.

MUSIC

All children will participate in a separate music class each week. Like in the regular classroom, music class will include theme-based activities. While the children explore each theme (such as Making Friends, Praising the Lord, or Instrument Families) they will also learn musical concepts such as steady beat, types of voice, loud/soft, high/low, etc. Each child will learn to express himself and use creativity as the class sings, plays instruments, and moves to the music.

SUPPLIES FOR SCHOOL

All children need to bring the following things to school every day.

- Snack
- lunch
- full-size back pack
- extra change of clothes

Please clearly mark all items with your child’s name.

AN OVERVIEW OF OUR DAY

You are probably wondering what we do with the children during the five hours we have them.

- In the morning, no matter your child's age, we start the day with free play and warm-up time from 9:00 to 9:15.
- At 9:15 the school comes together and we have a 20-minute Chapel time. We will recite the Pledge of Allegiance, learn Bible verses, sing fun songs, and hear a Bible story.
- After Chapel all children go back to their classes and begin different activities/lessons. Each week the classrooms have a teaching theme (it's different for each class) and all the day's activities go along with the theme. According to your child's age there will be different degrees of alphabet recognition and writing, name recognition and writing, lessons on shapes, colors, patterns, weather, etc.
- During the morning the children also complete a variety of theme-related activities in centers. Centers may include art, homeliving, writing/letter recognition, puzzles/manipulatives, science, books, and/or blocks.
- All classes have 30 minutes of free play either on an outside playground or in our indoor play room.
- The children have lunch between 11:30 -12:30, according to their age and class schedule.
- Our classes have 30 minutes of Music twice a week.
- After lunch, the preschoolers are engaged in more learning activities such as; library time, show and tell, music, Bible story time, etc.

Due to COVID-19, many of our church ministries are not functioning in their normal capacity. In order to see the current ministries that are operating, we invite you to visit our website. www.fbcwentzville.com

We at *First Baptist Church* invite you and your children to attend any of our services. Preschool childcare, age 3 and under, is provided during all services.

Ministries for preschoolers and children:

Sunday School—We have classes for children birth through 5th grade. Each week the children hear a Bible story and participate in corresponding, age-appropriate activities and games.

Children’s Church—During our 11:00 worship service, children pre-k through kindergarten attend a separate service which includes a lesson, craft, and music.

WAM—Each Wednesday night children ages 3 through 5th grade learn about the fundamentals of music while worshipping the Lord.

Ministries for Moms:

Ladies Bible Study—We offer a variety of studies, dates, and times for women. Some classes also provide child care.

Women’s Ministry—The women gather for a time of food and fellowship. This is a wonderful time to connect with other like-minded women.

**First Baptist Church of Wentzville
Church Staff:**

Ralph Sawyer	Lead Pastor
Grant Jessen	Music and Administration Pastor
Jeremy Shirley	Discipleship and Communications Pastor
Jason Hoke	Children and Hospital Visitation Pastor
Alec Erhart	Youth Pastor
Nickole Jude	Secretary
Lindsey Euton	Secretary
Conda Halcomb	Solid Rock, Director

Check us out on the web: www.fbcwentzville.com
Click on the “Solid Rock Preschool” link

For more information:

Contact Conda, Director:
(636) 327-8696 or chalcomb@fbcwentzville.com

Contact Belinda, Assistant Director:
(in charge of student forms, absences, immunizations, and special events)
(636) 327-8696 or solidrock@fbcwentzville.com

The Solid Rock office hours are Monday—Thursday 8:00—2:30.

Facility Changes Due to COVID-19

ARRIVAL/DISMISSAL

Due to COVID-19;

- door keys will not be issued, except to parents who have a child enrolled in the Lamb or Puppies Class.
- All other parents are not permitted to enter the classroom hallways.
- Children will enter our building through their assigned arrival door from 8:55 – 9:10.
- IF you arrive after 9:10, you will need to enter through the Church Office Entrance and enter the Church Office. A secretary will assist you.

COMBATTING THE FLU AND ALL VIRUSES

What we are doing:

1. We have a Department of Health cleaning procedure that includes 3-steps; the final step being spraying all toys/door knobs/tables with Clorox water and letting it air dry. This is an acceptable method, stated by Missouri Department of Health, for killing any virus. We will continue to be very diligent in the cleaning of our rooms, toys, and bathrooms and even increase the number of times per day we clean and wipe down toys and tables.
2. We will follow any procedure that the Missouri Department of Health OR St. Charles County Health and Sanitation recommends or mandates. If we are told we should close, then we will close, but until then we are open and will remain that way.
3. The only reason we would close without the Department of Health's recommendation is if the Solid Rock staff has an illness outbreak that causes more staff absences than we can safely fill with substitutes. Please follow the School Closure Policy for ways in which to find out if Solid Rock is opened or closed.

What you can do:

1. If your child has a fever, even if it is a low-grade fever, we are asking that you leave your child at home for the day and monitor his/her condition. Fevers generally go up as the day progresses and so what may be a slight fever at 8:30 is usually much worse by noon. And by the time we observe that your child is sick, it's too late; he/she has already infected the entire classroom.
2. If your child has a bad cough OR constantly runny nose, we are asking that you leave your child at home. Because we have a building full of preschoolers who are not good at wiping their noses or covering their mouth when they cough or sneeze, the concern is that if your child is contagious (and you don't know that yet), once again it will spread throughout the classroom quickly.

(turn the page)

ACTION PLAN FOR COVID-19

Definition of close contact—any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before onset of illness/symptoms.

Preschool Children

A preschooler is confirmed to have COVID-19

- The sick preschooler and all siblings who attend Solid Rock must remain at home until the confirmed positive child is symptom-free for 72 hours AND is 7 days past the symptom onset.
- Siblings are excluded for 14-days after their last date of close contact.
- Classroom will close and move to Distance Learning (if family signed up for it) for 14-days. *This will take place depending upon the child's last date of contact in the classroom. If symptoms start on Monday and the preschoolers last attendance day was Wednesday, there would be no need to go to Distance Learning.*

A preschooler is symptomatic and pending lab results for COVID-19

- The sick preschooler is excluded from school until results are obtained.
 - If negative, the child must be symptom-free for 24 hours before returning.
 - If positive, see above action steps.
- Siblings, classmates, and teachers will be monitored for symptoms while waiting for test results.

A preschooler who attends Solid Rock is a close contact (sibling/parent) to a known COVID-19 case

- Preschooler is excluded for 14-days.
- Siblings, classmates, and teachers will be monitored for symptoms until test results are known.

For Parents

A parent of child at Solid Rock has confirmed case of COVID-19 and has been in close contact

- Preschooler is excluded from school for 14-days.

A parent of a child at Solid Rock is symptomatic, pending results.

- Preschooler is excluded from school until test results are in.
 - If parent is positive, follow above action plan.
 - If parent is negative preschooler can return to school.

For Employees

A Solid Rock Employee is confirmed to have COVID-19

- Staff member is excluded from working until she is 72-hours symptom-free AND is at least 7 days past the symptom onset.
- Classroom will close and move to Distance Learning (if family signed up for it) for 14-days. *This will take place depending upon the teacher's last date of contact in the classroom. If symptoms start on Monday and the teacher's last attendance day was Thursday, there would be no need to go to Distance Learning.*

A Solid Rock Employee is symptomatic, pending results

- Staff member is excluded until test results are in. If staff member is positive, follow above steps. If staff member is negative, she may return once symptom-free for 24 hours.
- Preschoolers and other staff members will be monitored for symptoms until test results are known.

Solid Rock Staff Member is a close contact to a known case of COVID-19, outside of child care facility

- Staff member is excluded for 14-days or longer is diagnosed with COVID-19.
- Preschoolers and other staff members will be monitored for symptoms.

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ILLNESS POLICY

The following is a list, from the Missouri Department of Health, of when you must NOT bring your child to school. This list is what we refer to when we call and ask you to come pick up your sick child.

1. **More than one** abnormally loose stool. Your child must be diarrhea-free for 24 hours to return to school.
2. Red or blue in the face or makes high-pitched croupy or whooping sounds after coughing.
3. Difficult or rapid breathing—especially important in infants under six months of age.
4. Yellowish skin or eyes.
5. Tears, redness of eyelid lining or irritation followed by swelling or discharge of pus.
6. Unusual spots or rashes.
7. Sore throat or swallowing difficulty.
8. An infected skin patch—crusty, bright yellow, dry or gummy areas of the skin.
9. Unusually dark, tea-colored urine.
10. **Fever over 100° F.**
11. Headache and a stiff neck.
12. **Vomiting. Your child must be 24-hour free of vomiting and able to eat to return to school.**
13. In the contagious period of a disease.
14. Severe itching of the body or scalp or scratching of the scalp, which may be symptoms of lice or scabies.
15. A child with molluscum can attend school, however all bumps MUST be covered.

****COVID-19****

If your child exhibits the following symptoms or has been diagnosed with COVID-19, please keep your child home.

- Shortness of breath
- Severe cough
- Uncontrollable runny nose
- Fever over 100° F

Your child may return to school AFTER all of the following: symptom-free for 72-hour symptoms and 7-days since the first symptoms appeared.

If your child has been exposed to a confirmed case of COVID-19, they may not come to school for 14 days from the time of the exposure.

If your child comes down with one of the following illnesses, you are required by the Department of Health to report that illness to the childcare facility director. In turn, we are required to notify parents in the child's classroom of the illness. We will never give a child's name to the families, but let them know that they should be watching for specific symptoms.

- | | |
|--------------------------------------|------------------------------------------|
| • Chicken Pox | • Head Lice-Children cannot attend until |
| • Pink Eye | AFTER first treatment AND no live lice |
| • Strep | are seen. |
| • Hand, Foot, and Mouth Disease | • Impetigo |
| • E-Coli | • Influenza |
| • Fever Blisters/Cold Sores-Children | • RSV |
| cannot attend school with open | • Scabies |
| blisters/sores | • COVID-19 |

