

# First Steps



## **Enrichment & Preschool Parent Handbook**

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First Christian Church  
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# **FIRST STEPS ENRICHMENT & PRESCHOOL/PRE-KINDERGARTEN**

## **GENERAL POLICIES**

### MISSION

The mission of First Steps Preschool and Enrichment is to provide a loving, warm environment for the care, learning and spiritual guidance of young children and to create a meaningful time for parents of these young children. First Steps Preschool and Enrichment also serves as a means of evangelism for First Christian Church and provides a vehicle for volunteerism for First Christian Church members.

### GOALS

**Our goals at First Steps are based upon the verse,**

**“And the child grew and became strong, filled with wisdom, and the favor of God was upon him.” Luke 2:40**

“The child grew” – Socially

In the area of social growth, we strive to help your child find answers to the following three basic questions:

1. “Who am I?”  
We help your child feel he is a very worthwhile, unique, and competent individual – respected, accepted, and loved.
2. “Who are you?”  
We help your child discover that adults (other than his parents) are gentle, helpful, and loving people. We help him discover he can enjoy being a group member, contributing to the group and forming friendships.
3. “What is this world?”  
We help your child discover school is another place besides his home, where he can feel cared for, protected, and secure. Your child has the opportunity to discover the world through first hand investigation, studying nature and special seasons.

“And became strong” – Physically

In this area we encourage your child:

1. To be aware of health and safety habits.
2. To develop and coordinate big and little muscles through stimulating playground experiences and equipment.
3. To become a good worker – constructive, thoughtful, respectful of tools and equipment.

“Filled with wisdom” – Intellectually

With the individual child in mind, we strive to help him develop a foundation for further schooling through:

1. Increasing vocabulary and attention span.
2. Learning letter and number concepts.
3. Introducing basic math concepts.
4. Distinguishing and naming colors and geometric shapes.
5. Learning to follow directions.
6. Learning to listen.
7. Music appreciation, rhythmic movement and dance.
8. Being familiar with craft materials.

“And the favor of God was upon Him” – Spiritually

In our program, your child will be exposed to basic religious concepts as they are intermingled throughout the complete program of the class, specifically through:

1. Daily Bible stories
2. Prayer before snack.
3. Monthly Bible verse memorization.

## HISTORY

The church board under the direction of Carl Humphrey on July 7, 1981, voted unanimously to move forward with the Mother's Morning Out outreach project. In doing so they entrusted Cindy Blosser to set up the program with the understanding the program could use the educational wing, and custodial services and utilities would be provided at no charge. Though they had use of the rooms, the contents of the classrooms were meager. They had to start from scratch. This included building the playground. A team of men from the church took on this job and each year they enhanced the space with items purchased from the fundraisers that were held.

The doors opened in the fall of 1981. It was a two-day-a-week enrichment program for ages 6 mo. to 5 yrs. on Mondays and Tuesdays. The basis for the program was to create a caring and nurturing environment for young children. Pastor McInnis was a regular visitor to the classrooms.

In the fall of 1982, the pre-school began as a second phase of the program. Myrna Hoyle, wife of our associate pastor, was the first teacher. In an effort to involve parents in the program, it was set up from the start as a parent cooperative. In other words, each child's parents took turns volunteering in the classroom on a rotating schedule. First Christian Church also added parenting lectures as a way to minister to the families of the kids. A summer school program was added and included children up to 8-years-old.

A board of directors for the program was set up in the spring of 1982 to always include members of the congregation. In the fall of 1984, 119 children attended the enrichment programs and pre-school. In a board meeting on Jan. 30, 1985, the name First Steps was decided upon.

Thanks to the willingness of a group of families and a church that were willing to follow the Lord's leading, a quality program was birthed and nurtured into what it is today.

## NONDISCRIMINATORY POLICY

First Steps programs are open to all children, regardless of race, sex, or religion and all children will be accorded the same rights and privileges due all children of God.

## STATE REGULATIONS

We are a non-profit, license-exempt facility under Missouri State Law. We do follow health and safety guidelines. Be sure to read, sign and return the Notice of Parental Responsibility. This form offers some additional information regarding our facility.

## DISCIPLINE POLICY

The discipline policy at First Steps strives to be loving, caring, and consistent in nature. It has been proven that children are the happiest and most secure when the boundaries and expectations are clearly defined and understood by them. Children who knowingly, purposefully, and willingly choose to disregard or abuse the set classroom rules will be disciplined.

We encourage children to develop responsibility for their own actions and to exert a reasonable degree of self-control. We try to be specific and state directions in a positive manner when focusing children's attention on tasks before requesting compliance. We use positive reinforcement for desired behaviors. We offer choices when appropriate. We redirect children when necessary and listen to children's legitimate feelings. However, when a child has been repeatedly reminded and given ample opportunities to correct unacceptable behavior, the teacher will use "Time Out" as a means of discipline. During the "Time Out" period (the length varies according to the age and maturity level of the child), the teacher will spend quiet time with the child talking about his/her behavior.

At no time will children knowingly be allowed or permitted to harm or intimidate others, hurt themselves, or destroy any type of property. In the event that an act of physical violence (verifiable by a mark or witness) occurs, the parents of both children will be notified that day. An *Accident Report* will be shown to you for your signature if a child gets hurt. An *Incident Report* will be sent home to both parties when a verifiable violent act has occurred. The name of the person committing the act will not be released for confidentiality purposes.

The teacher will contact parents of children who consistently disrupt the classroom. If this proves unsuccessful, or if a child has 3 incident reports filed in which the child intentionally hurt another child, the Director will schedule a conference with the parents. In the unlikely event that no solution can be found, First Steps reserves the right to dismiss any child from the program if the child seems unprepared for the group experience and is unable to adjust appropriately. It is our wish that each child attending First Steps has a positive and rewarding experience.

## PHOTO POLICY

As part of participating in First Steps's programs, First Steps' staff may take photos of enrolled children and their families. These photos may be used in classroom activities or on a slide-show at First Steps' programs. If a photo is used for anything other than classroom activities, the child's name will not be used.

## CUSTODY

Please notify us of any custodial parent restrictions. We need legal notification if there is a parent to which a child may not be released.

## ABSENCES

We worry about your child! Please call us if your child will be absent for any reason.

## HEALTH CONCERNS (ILLNESS OR INJURY)

Please notify the teachers at the beginning of the school year about any allergies, fear, special diet, restrictions during physical play, recent moves or deaths in the family. If your child has a health concern, please submit a plan of action for emergency cases.

If your child is not well, we appreciate your cooperation in keeping him/her at home until he or she has been symptom-free for at least twenty-four hours. To prevent the spread of infections and communicable diseases, parents should be aware of the following specific symptoms which are characteristic of contagiousness:

1. Fever of 100° F (oral) or higher
2. Drainage from nose which is yellow-green or green
3. Mucus brought up from lungs or back of throat which is yellow
4. Diarrhea (loose to watery)
5. A lethargic (no pep, weak, no appetite) and irritable child is not a well child. Check into it.
6. Rash or skin infection anywhere on the body
7. Cough--frequent and harsh
8. Sore throat--check child's throat for redness or white patches
9. Discharge from the eyes or redness and tearing of the eye

If any of these symptoms arise, it is best to keep your child home until the drainage is clear, the fever is gone, and/or the diarrhea has subsided for at least twenty-four hours. Continual abuse of this policy could result in your child being dismissed from the program.

In the event your child contracts a communicable disease, we also ask that you promptly share this information with us so that we can alert parents of children that might be exposed. It is our policy to inform parents when there is a reportable communicable disease.

If your child becomes ill at school, every attempt will be made to contact you immediately. The sick child will be removed from the classroom and cared for in the Director's office until the parent (or authorized person) arrives.

Please also note that First Steps will not dispense medications unless it is a medical emergency. If your child has a life-threatening condition, please fill out the emergency medical care form in the office.

In the case of a medical emergency (accident injury, etc.) to a child, First Steps will make every attempt to notify the parents. If the parents cannot be reached, the listed person authorized to be called in an emergency or your listed physician will be called.

According to the Health and Safety Standards set by the State of Missouri, we require that a physical assessment report of your child be completed and signed by a licensed physician or registered professional nurse not more than twelve (12) months prior to admission. This completed form must be returned to us not more than thirty (30) days after enrollment. Included with this assessment is a list of your child's immunizations (must be up-to-date). We ask that you turn this form in before your child's first day in attendance, but realize that may not be possible if a doctor appointment is needed. Any child not in compliance with this regulation within thirty (30) days after enrollment will be asked to leave the program.

## CLOTHING AND POSSESSIONS

Each child in the Enrichment and Preschool program should bring a tote bag each day with his or her name marked on the bag in permanent ink (unless specified differently by their Preschool/Pre-K teacher). Teachers will fill each child's tote bag each day with art projects or notices and other school information. We encourage you to unload your child's tote bag each day.

Your child will be actively involved in the classroom and on the playground. Please dress your child in appropriate clothing that is durable and comfortable so he or she can enjoy the outdoors and be comfortable inside doing all kinds of creative activities. Because of the rocks on the playground, no open sandals or black soled shoes please. Please mark any removable clothing or other items with your child's name. Parents of children who are in diapers are asked to provide an adequate supply for each session.

Children who require a "sipper" cup should bring an empty cup from home with his or her first name marked on the cup in permanent ink. Please only send water in sipper cups, as there is no refrigeration in the room.

No toys from home will be allowed at First Steps unless requested by the teacher or brought for sharing at Show and Tell. Comfort items—blankets and so forth—may be brought if needed.

## WEATHER CANCELLATIONS

First Steps will be closed when the Jefferson City Public schools are closed due to inclement weather. Listen to local television and radio stations for the list of closed schools. The Director, in her discretion, may close school for the safety of the children. After 3 canceled days (per class), make up days will be determined at the discretion of the First Steps Board of Directors.

## WEATHER SAFETY

Fire escape plans and tornado plans are posted in all rooms. A fire drill or tornado drill is practiced every month during the school year. Earthquake procedures have been discussed with the staff. Because of the age of the children and the fact that most children are not here daily, more emphasis is placed on staff preparedness than on training the children for such emergencies.

## SUPPLIES

First Steps does not require parents to purchase supplies for the school. However, we are required by Health Guidelines to have a container of wipes for each child (who is not potty trained) in the program with their name on it for their personal use. This must be provided before the first day of class and replenished when the supply has run out. We will gladly accept any monetary donations or any of the following supplies: reams of copier paper, paper

towels, napkins, baby wipes, liquid hand soap, hand sanitizer, disposable gloves for diaper changing. Your donations help us keep our costs down.

### GIFTS TO THE SCHOOL

Gifts donated to First Steps are welcomed and can be given any time of the year. Following is a list of the kinds of things we use. If you have any of these items taking up space at your house, we could put them to good use. Or, you may think of others.

Buttons	Lace	Discarded socks
Baby Food Jars	Stickers	Meat trays
Ribbon	Paper	Magnetic tape
Contact paper	Pipe Cleaners	Yarn
Pasta	Beads	Tape
Plastic storage boxes	Frosting tubs	Sponges
Seeds	Feathers	Milk jugs
Glitter	Clothespins	Confetti
Bead String	Lincoln Logs	Poster Board
Envelopes	Stamps	Paper bags

### ITEMS REQUIRED BEFORE THE START OF SCHOOL

1. Completed Application form with Registration Fee; (must be completed in its entirety per state regulations)
2. Health Form signed by licensed physician or registered nurse and an up-to-date immunization record
3. Signed field trip consent form
4. Signed consent for emergency medical care
5. Signed Parental Responsibility Notification for the new school year

### CONTACT FIRST STEPS

The First Steps staff is available at the church from **8:30 a.m. until 12:00 noon Wednesdays and Thursdays**. You may telephone us at 636-0707. In the event that we do not hear the phone, please leave your message and we will return your call as soon as possible. You may also reach us at our e-mail address [firststepsjc@gmail.com](mailto:firststepsjc@gmail.com).

## **ENRICHMENT PROGRAM**

The Enrichment Program offers children one of their first opportunities to separate from their parents for a few hours each week and to interact with children their own age in a warm, secure, and fun-filled environment. The "Community of First Steps" families offer parents the opportunity to meet friends who have children the same age and who share similar parenting values.

The program serves children eighteen months to five years of age. There are no more than 10 children to a class. Two teachers teach each class. Due to the small class size there is typically less than one year in age difference per room.

The daily enrichment program is designed to provide children with a variety of experiences and to foster their sense of pride in their accomplishments. Children are introduced to basic concepts such as colors, shapes, numbers and alphabet in an environment designed to instill a love of learning and a positive attitude toward school.

### **PARENT/TEACHER/STAFF INTERACTION**

First Steps recognizes the importance of clear lines of communication between the parent and the teacher. This plays a vital role in the overall understanding of your child and his or her special needs, concerns, fears, and areas of interest. We encourage you to share and visit with your child's classroom teacher(s) about any areas of interest or concern. We are here to serve you and your child. Your suggestions, comments and ideas strengthen the First Steps "community" and provide the basis for continually improving our programs.

The Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community, 1 Corinthians 8:1-8, Matthew 5:23-24, and Matthew 18:15-20. If at any time parents have questions or disagreements about a situation, it is their responsibility to immediately discuss these questions or differences with the teacher or staff member involved and not to bring their grievances to other parents or staff. If the matter is not resolved with the teacher, the parent should then discuss it with the Director or one of the Assistant Directors.

First Steps strongly believes that the success of its program lies in the close connection the school promotes between parents and staff. The Enrichment Party Committee offers parents the opportunity to become involved in significant areas of their child's program. This committee meets during the day throughout the year. Watch the newsletter for more information.

Parents of children in the program must be aware of and comply with school policies as well as all supplemental information distributed during the school year. Should you have questions or suggestions concerning First Steps' policies and procedures, please do not hesitate to contact Pam Hart, Director, at 636-0707.

### **TRANSPORTATION/CLASS ARRIVAL/PARKING**

The Adams Street doors are unlocked between 8:45 and 9:15 a.m. and again between 11:15 and 11:45 a.m. for parents who are not utilizing the car-line. Please do not use the alley door as it is congested with children utilizing the car-line. If you need to enter the building at a time other than those listed above, please use the front door entrance off Capitol Ave. If you enter through the front entrance, you must sign in at the front desk.

We offer a car-line for drop off and pick up of children enrolled in the 3 and 4 year old classes. Car line is through the alley behind the church. Parents utilizing the car-line will need to go down Monroe Street (which is in front of the First Baptist Church), turn right on State Street and then make a right on Adams street (you will be driving uphill). Turn right into the parking lot. Please do not enter the driveway if your vehicle will have to stop in the driveway and possibly block out going traffic. Please do not enter the alley until 8:55 or 11:25 when the flag is out on the corner of the building at the end of the alley, indicating that the preschool car line is finished. Until the flag is out, the Enrichment cars will pull to the far right side of the parking lot to allow the Preschool/PreK parents room to drive through the parking lot and pick up their children. Please also wait before making the turn into the alley from the parking lot to allow church staff a route to exit through.

All classes use the same car line. In order to promote the efficiency of car-line, please make other arrangements to discuss specific questions/comments/etc. with your child's teacher. **To utilize the car line during arrival and departure, you MUST have an age appropriate child passenger restraint system in your vehicle. All children under the age of 8 are required by law to be seated in the appropriate child restraint system.**

A.M. Arrival: All preschool and pre-K classes car line time is 8:40- 8:50 (Enrichment on Wed and Thurs 8:55-9:05).  
A.M. Departure: (Enrichment on Wed and Thurs 11:25-11:40), 11:40-11:50 for preschool and pre-K classes.

The ringing of a bell signals the beginning and end of each day's program. Should you arrive before the bell rings, please wait in the parents' waiting area located adjacent to the upstairs Enrichment classrooms.

Please make special arrangements with the Director or the Enrichment teacher for the delivery or pick up of your child after 11:30 a.m. There is a late charge of \$5.00 per child payable directly to the teacher who remains in the class with your child for each ten minutes that the child is not picked up after 11:30 a.m. No child will be released to a person not authorized by a parent to pick up the child. First Steps must have written or verbal authorization from a parent to allow changes in pick up or delivery procedures. If members of the First Steps' staff are not familiar with a person at the school, they will ask for identification.

Parking may be available in the parking spaces on Adams Street. **PLEASE DO NOT PARK IN THE BACK LOT OR RESERVED PARKING SPACES—EVEN FOR 5 MINUTES—THESE ARE LEASED TO THE LAW FIRM AND THEY DO TOW.**

**For your child's safety, please be aware of the heavy traffic through the back alley. Please hold your child's hand at all times during pick up and delivery.**

## ENRICHMENT TUITION AND FEES

Current tuition and fees are available on the website or on an application available on the website or in the office.

You will receive a payment booklet at Orientation. **WITH THE LARGE NUMBER OF PROGRAMS THAT FIRST STEPS OFFERS IT IS IMPORTANT THAT YOU ATTACH YOUR PAYMENT COUPON TO YOUR PAYMENT.** Checks, payable to First Steps, are **due by the 10<sup>th</sup> of each month. All tuition is due one month in advance. (Except September, which is due August 1<sup>st</sup> to allow our teachers to know for certain who is enrolled so that they can personalize their classrooms.) Your final tuition payment is due by April 10<sup>th</sup> for the month of May.**

You may either mail the tuition to First Steps, 327 E. Capitol Ave. Jefferson City, MO 65101, or put the payment in the tuition box in the office. If the monthly payment is **not received by the 15<sup>th</sup> of the month, a \$10 late fee will be assessed and added to your tuition for that month.**

If payment (including late fee) is not received by the end of the month, the Board of Directors may drop your child from the enrollment, subject to approval. Any check that is returned to us because of insufficient funds is subject to a \$15 charge and must be paid with a cashier's check or money order along with any late fees that have accrued. If we receive a second check that is returned to us due to insufficient funds, all remaining payments will be paid with money orders or cashier's checks.

One month's written notice is required to cancel a child's enrollment in the Enrichment Program.

**For tax purposes, our Federal ID# is 440552031**

## ENRICHMENT DAILY SCHEDULE

Enrichment classes meet on Wednesday and Thursday mornings from 9:00 a.m. until 11:30 a.m. in the education wing of the First Christian Church. Classroom activities are planned for children who attend two days per week. However, parents may choose to enroll their child one day per week.

Each class has a different schedule and it is posted by the classroom door. Each class includes the following activities: Bible & story time, circle time, crafts, table activities, fine motor skill activities, playground or gym-large motor skill activities, and snack. The older classrooms may have field trips.

**Bible and story time** - One of the primary goals at First Steps is to let the children witness and experience God's great love for them. A Bible story is read every day. Each month a Bible verse is memorized and awards given.

**Circle time** is an opportunity for the older children to recognize our calendar, weather and helpers of the day. We do some early calendar math – counting the days, recognizing the number of the day and day of the week. We read stories together, talk about our character or value of the month and discuss our letter of the week. We sing songs, have creative movement and do finger plays.

**Center Time** is an opportunity for the children to have access to many different activities in a more structured environment. Centers will consist of activities from these content areas: math, science, music, art, dramatic play and occasionally special seasonal centers, such as our chicks hatching in the spring. Some days the teachers utilize the Resource room for Center time. It has beanbag chairs and cozy spots for reading, musical instruments, and computers.

**Craft Time** gives the teachers a chance to have more individualized contact with the children while they work on a fun craft that correlates to our monthly theme.

**Snack** is served daily to the children. First Steps purchases healthy snacks and beverages for all of the classrooms. If your child has any food allergies or special diet needs, please let us know. Prayer is said before eating our snack.

**Playground or gym time** will give us daily opportunity to develop our gross motor skills by running and jumping, playing on the outdoor equipment or inside with balls, hoops and riding toys. We will learn cooperation and negotiating skills with fun games such as tag or using our parachute. We will be able to express ourselves freely and loudly.



## **PRESCHOOL/PRE-KINDERGARTEN PROGRAM**

The First Steps Preschool/Prekindergarten Program follows an educationally-based curriculum. Children are exposed to a variety of activities, experiences, learning mediums, tools and text to meet their individual needs. The curriculum combines a creative, hands-on free-choice style of learning blended with a more structured, teacher-directed type of learning. The daily schedule mimics that of Jefferson City Kindergartens, making for a smooth transition.

First Steps offers a variety of preschool programs for children who will be three years of age by the date established by the State of Missouri (August 1): a T-Th a.m. aide program, a MWF a.m. cooperative program, a T-Th all day cooperative program, a T-Th all day aide program and a T-Th all day a.m. cooperative /p.m. aide program.

First Steps offers a variety of prekindergarten programs for children who will be four years of age by August 1: a M-Th a.m. cooperative program, a MWF all day cooperative program, a MWF all day aide program, a MWF am cooperative program/pm aide program and a WTH aide program.

First Steps offers two types of preschool/prekindergarten classes. One type is a cooperative program in which the parent **serves as a parent helper on a rotating basis (usually once every six weeks in the T-Th and once every 4 weeks in the M-W-F)**. We also offer a program with a teacher and a teacher aide in which the parent is not involved in the daily classroom activities through parent helping, but is still involved in the planning of parties and special events.

### **PARENT/TEACHER/STAFF INTERACTION**

First Steps recognizes the importance of clear lines of communication between the parent and the teacher. This plays a vital role in the overall understanding of your child and his or her special needs, concerns, fears, and areas of interest. We encourage you to share and visit with your child's classroom teacher(s) about any areas of interest or concern. We are here to serve you and your child. Your suggestions, comments and ideas strengthen the First Steps "community" and provide the basis for continually improving our programs.

The Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community, 1 Corinthians 8:1-8, Matthew 5:23-24, and Matthew 18:15-20. If at any time parents have questions or disagreements about a situation, it is their responsibility to immediately discuss these questions or differences with the teacher or staff member involved and not to bring their grievances to other parents or staff. If the matter were not resolved with the teacher, the parent would then discuss it with the Director or one of the Assistant Directors.

The First Steps staff is available at the church from **8:30 a.m. until 12:00 noon Wednesdays and Thursdays**. You may telephone us at 636-0707. In the event that we do not hear the phone please leave your message and we will return your call as soon as possible. On Monday, Tuesdays and Fridays, if you need to call First Steps with an immediate message, please call the church at 636-5157 and ask to be transferred to the room. If a message is not urgent, leave it on the First Steps line at 636-0707.

You may also reach the First Steps office staff at our e-mail address [firststepsjc@gmail.com](mailto:firststepsjc@gmail.com).

**Parents will be asked to help out on one of two Clean-Up Days during the year. We feel that these Clean-Up Days are important to help prevent the spread of infections and communicable diseases within our classes. Participation is required and greatly appreciated!**

## TRANSPORTATION / CLASS ARRIVAL / PARKING

The alley door is unlocked between 8:40 and 9:15 a.m. and again between 11:25 and 11:50 a.m. If you need to enter the building at a time other than those listed above, please use the front door entrance off Capitol Ave. If you enter through the front entrance, you must sign in at the front desk.

We offer a car-line for drop off and pick up of all preschool/pre-kindergarten children. Car line is through the alley behind the church. Parents utilizing the car-line will need to go down Monroe Street (which is in front of the First Baptist Church), turn right on State Street and make a right on Adams street (you will be driving uphill). Turn right into the parking lot and form a line to the alley door. Please do not enter the driveway if your vehicle will have to stop in the driveway and possibly block out-going traffic. Please also wait before making the turn into the alley from the parking lot to allow church staff a route to exit through the parking lot.

On Wednesday and Thursday mornings the Enrichment also utilizes the car-line. At drop-off time the Enrichment parents' cars will be in a queue on the right side of the parking lot until the flag is up on the corner of the building indicating that it is car line time for the Enrichment parents. At pick-up time the preschool parents need to form a queue on the right side of the parking lot until the flag is removed from the corner of the building indicating that it is car line time for the Preschool/PreK parents.

The parent helper or teacher's aide assist when the children arrive and the teacher helps the children depart. During departure time the parent helper or teacher's aide watch the children on the steps. This is usually a very "grown up step" to the children. All classes use the same car line. In order to promote the efficiency of car-line please make other arrangements to discuss specific questions/comments/etc with your child's teacher. **To utilize the car line during arrival and departure, you MUST have an age appropriate child passenger restraint system in your vehicle. All children under the age of 8 are required by law to be seated in the appropriate child restraint system.**

A.M. Arrival: All preschool and pre-K classes car line time is 8:40- 8:50 (Enrichment on Wed and Thurs 8:55-9:05).  
A.M. Departure: (Enrichment on Wed and Thurs 11:25-11:40), 11:40-11:50 for preschool and pre-K classes

P.M. Arrival: 11:40 -11:50

P.M. Departure: 3:10-3:20

Children should not be brought before class times because on many days the teacher is out of the room making final preparations for the day, and the children should never be left alone in the classroom.

Please make special arrangements with the Director or the preschool teacher for the late delivery or pick up of your child. There is a late charge of \$5.00 per child payable directly to the teacher who remains in the class with your child for each ten minutes that the child is not picked up after 11:50 a.m. or 3:20 p.m. in the preschool or pre-K classes. No child will be released to a person not authorized by a parent to pick up the child. First Steps must have written or verbal authorization from a parent to allow changes in pick up or delivery procedures. If members of the First Steps' staff are not familiar with a person picking up a child, they will ask for identification.

Parking may be available in the parking spaces on Adams Street. PLEASE DO NOT PARK IN THE BACK LOT OR RESERVED PARKING SPACES—EVEN FOR 5 MINUTES—THESE ARE LEASED TO THE LAW FIRM AND THEY DO TOW.

## PRESCHOOL/PRE-KINDERGARTEN TUITION AND FEES

In accordance with public school policy, a child's placement in the 3-4 year-old class or the 4-5 year-old class will be determined by the child's age as of Aug. 1 (i.e., a child must be 3 years old by Aug. 1 to attend the 3-4 year-old class that year, or 4 years old to attend the 4-5 year-old class that year.)

Current tuition and fees are available on the website or on an application available on the website or in the office.

Registration is on a first-come, first-serve basis and continues until the program is full. Visits to observe the program prior to registration are encouraged during Wednesday or Thursday morning sessions thus making it possible for the First Steps office staff to answer specific questions about the program, etc. Visits can be arranged by contacting the First Steps office staff at 636-0707.

You will receive a payment booklet at Orientation. WITH THE LARGE NUMBER OF PROGRAMS THAT FIRST STEPS OFFERS IT IS IMPORTANT THAT YOU ATTACH YOUR PAYMENT COUPON TO YOUR PAYMENT. Checks, payable to First Steps, are **due by the 10<sup>th</sup> of each month. All tuition is due one month in advance. (Except September, which is due August 1<sup>st</sup> to allow our teachers to know for certain who is enrolled so that they can personalize their classrooms.) Your final tuition payment is due by April 10<sup>th</sup> for the month of May.**

You may either mail the tuition to First Steps, 327 E. Capitol Ave. Jefferson City, MO 65101, or put the payment in the tuition box in the office. **Do not** give payments to your child or the teacher; it is too easy to for these to become misplaced.

If the monthly payment is **not received by the 15<sup>th</sup> of the month, a \$10 late fee will be assessed and added to your tuition for that month.** If payment (including late fee) is not received by the end of the month, the Board of Directors may drop your child from the enrollment, subject to approval. Any check that is returned to us because of insufficient funds is subject to a \$15 charge and must be paid with a cashier's check or money order along with any late fees that have accrued. If we receive a second check that is returned to us due to insufficient funds, all remaining payments will be paid with money orders or cashier's checks.

One month's written notice is required to cancel a child's enrollment in the Preschool Program.

**For tax purposes, our Federal ID# is 440552031**