

Welcome...

The Preschool Academy of First Baptist Church extends a warm welcome to the children and families coming into our program. We look forward to a rewarding year of discovery and learning! There is no greater joy than for us to see a child grow up in the nurture of the Lord.

Your child's day will consist of a variety of activities including Bible time, Bible memorization, academic curriculum, learning centers, art, music, and outside play. Children will be nurtured with hugs, smiles, training, and encouragement. We will help them learn skills such as self-control, problem solving, and decision making. We will seek to help them develop emotionally, socially, and intellectually, and spiritually. It is as much about how we learn as it is what we learn.

The Preschool Academy is a ministry of the First Baptist Church. The Preschool Academy Committee consists of at least 3 church members, in addition to our church staff communicating closely with the daily operations of our program. This committee works with the Preschool Director in the planning and operation of the Preschool Academy. The Preschool Academy of First Baptist Church has a committed staff, and we desire to work with parents in mutual support. We wish to have good communication between staff and parents, providing consistency for the children at all times.

Our Statement of Purpose...

The Preschool Academy of First Baptist Church exists to provide stay at home moms and care-giving grandparents scheduled breaks to meet personal and family needs, while at the same time, providing quality care and educational experiences in a nurturing, distinctively Christian environment.

Core Values

- We will help children lay the foundation for faith in Jesus Christ by teaching them about God, the Bible, and the Church.
- We will create a loving, home like environment.
- We will use a modified version of the ABEKA curriculum for two, three, four, and five year olds. This curriculum will lay a foundation for the Kindergarten and First Grade classes at the Tallassee Elementary School.
- We will operate the Preschool as a preschool and NOT as a daycare. While many women must work, and we offer no criticism of them, *our* purpose is to help stay-at-home care-givers.
- We will operate as a non-profit ministry of First Baptist Church, Tallassee – under the authority of the church, as a vital part of the overall church ministry. We are first a church, then a Preschool Academy.

First Baptist Church Preschool Academy

1279 Friendship Road

Tallassee, AL 36078

Preschool Office – 283-3525

Church Office – 283-2287

General Information

State of Alabama DHR Exemption

First Baptist Church Preschool Academy is exempt under law from regulation by Department of Human Resources; however we maintain HIGHER requirement standards.

Admission

Only a parent or legal guardian may enroll a child in the preschool. "Drop-In" care is not available. Registration generally begins in February and will be open first to the existing families currently enrolled in the program, First Baptist Church members, and then to the community by March 1st.

All children (1-5 year olds) must have a current immunization form completed by the child's physician office. The Preschool Academy must also have a completed Child Information Form and all signed permission forms on file. THIS INFORMATION MUST BE CURRENT BY THE FIRST DAY OF THE SCHOOL YEAR.

In order to enter the 3y, and 4 year old classes, a child must be that age by September 1st. This is the public school cut-off date as well. All children entering the 3y, and 4y classes must be completely potty trained and able to handle bathroom needs independently.

The preschool will make NO refunds on Registration fees, Supply fees, and tuition payments. ALL fees are NON REFUNDABLE.

Hours of Operation

The Preschool Academy hours of operation for 1 thru 4 year old classes are Tuesday, Wednesday, and Thursday from 9am to 1pm. Arrival begins at 8:45 each morning, class begins at 9am. Departure begins at 12:45, and all children should be picked up by 1pm. Our holiday schedule follows the Tallassee City Schools schedule. Our holiday calendar is found on the back page of the handbook.

Parental Supervision at Preschool

- Your child is not permitted to walk alone through the parking lot, hallways, or bathrooms.
- No running in the hall, hiding under tables, or any type of free play in the hall.
- No cell phone usage during drop off or pick up times. We recommend that you NOT use your cell phone while driving through the parking lot.

PLAYGROUND USAGE IS ALLOWED AFTER HOURS, HOWEVER CHILDREN MUST BE UNDER PARENTAL SUPERVISION AT ALL TIMES. CHILDREN ARE NOT ALLOWED BACK IN THE BUILDING AFTER 1PM. FIRST BAPTIST IS NOT RESPONSIBLE FOR ANY ACCIDENTS/INJURY THAT IS INCURRED AFTER PRESCHOOL HOURS.

Security

In order to provide SAFETY AND SECURITY for our children, the side doors will be locked at 9:10 each day. You may speak with your teacher for instructions on how to enter the building after this time.

Arrival Procedures

Upon arrival use the doors closest to the playground. On Rainy days the front entrance to the church will be open, so please feel free to use these doors during drop off on rainy mornings. We ask that you make drop off as quickly as possible on these rainy mornings due to the number of cars that can park under the covered area. THE FRONT DOORS ARE OPENED ONLY ON RAINY MORNINGS FOR DROP OFF. Departure/Pick Up procedure will stay the same regardless of rainy conditions.

Your child will only be released to individuals that you have approved and granted permission to pick up your child. This information will be obtained on the child information form. Please notify your teacher and/or the director of any changes with this procedure. The Preschool Academy reserves the right to require photo identification on individuals who pick up your child.

When arriving...

- Take your child to his/her classroom.
- It is required by law that each child be signed in and out daily. The sign in/sign out form will be located at the entrance of the preschool hall. You may sign your child in before/after you take them to their classroom.
- To help with security, parents and siblings are NOT permitted to enter the classroom at arrival or dismissal time.
- The children are taught to enter independently/confidently into their classrooms.

A good rule of thumb, and one that we recommend, is “QUICK GOODBYES MAKE FOR DRIER EYES” while we want to be considerate of tearful children, drop off is easier when parents do NOT stay visible to their children for extended times.

Departure Procedures

All ages – will be released from the side door entrance of the church. You will come to the door, sign your child out, and your child will be released to you. There will be no reason to enter the building. This procedure will be subject to change during threatening weather conditions. Please park in the side parking lot during departure time. This will ensure safety for the children. CHILDREN SHOULD NOT BE RELEASED TO RUN OR PLAY DURING THIS TIME. WE ENCOURAGE YOU TO HOLD THE HAND OF YOUR CHILD DURING THIS TRANSITION FROM THE BUILDING TO THE CAR.

Funerals/Special Services

There will be times the departure procedures may change due to funeral services or special services at the church. You will be notified in advance when these changes may occur.

Late Pick Up

Late pick up is not available at this time. Teachers end their day at 1pm and are off the premises by 1:15. This fee is for those who are habitually late and do not respect our pick up time. There will be a late fee of \$10 per quarter hour should you be habitually late in picking up your child. **YOU ARE CONSIDERED LATE AFTER 1PM.** Although, we understand that situations do occur at times. Please know your children will be taken care of in the event that you are late.

Parent /Teacher conferences are prohibited at drop off or pick up times in the doorway. These are confidential conversations that should not be overheard by others. Your child's teacher will be glad to schedule a prompt meeting after all the children have been picked up to discuss any questions or concerns.

Payment Schedule...

We strive to keep tuition rates as low as possible. Tuition is based on a 10 month payment schedule which begins in July. Payments are paid one month in advance throughout the school year. Payments are considered late after the 10th of each month. Payments received after this due date will be assessed a **\$15 late fee**. Monthly fees are nonrefundable. Please mail JULY payments to First Baptist Church, 1279 Friendship Rd, Tallassee, AL 36078, Attn: Preschool Academy. You may drop off payments by the church office. Please do not send cash payments through the mail. Please contact the director with any questions or concerns.

Tuition payments are to be placed in the mailbox outside the preschool office. **DO NOT place cash in the mailbox. Cash payments must be made in the Preschool Office, please wait for a receipt.** Please do not make payments during pick up time. Payments should be made during DROP OFF ONLY! Cash payments should be received by the director ONLY.

One thru Four Year Olds:

Monthly Rate:	3 days per week	\$150
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Other fees:

Registration Fee:	\$75(One time per family) Ages 1 thru 4y
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Registration Fee is waived for First Baptist Church Members

Supply Fee:	\$65 Ages 1 and 2
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	\$75 Ages 3 and 4
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All checks should be made payable to FBC Preschool Academy. No additional payment is required when there are five weeks in a month, nor will a refund be given for vacation time, sick days, or holidays. Please remember that you are paying for a space in the program, not for the days that your child attends. August and May will be the **ONLY** months that are prorated due to the days scheduled.

Returned checks will need to be cleared up immediately. You will be responsible for the check amount as well as any fees charged by our bank.

We are self-supporting ministry of First Baptist Church Tallassee. All tuition and fees are used to provide quality teachers, curriculum, supplies, and facilities. First Baptist Church co-labors with the academy in providing utilities, custodial care and other resources throughout the year. This is a ministry of the church.

Families who have difficulty with tuition payments during the year may discuss arrangements with the director. The director may ask for the removal of your child from the program if your account is more than 30 days delinquent.

Withdrawal...

Please contact the director as soon as possible should you decide to withdraw your child from the program. No refunds will be given for that month. If you decide to re-enroll during the same year, no registration or supply fees will be required. However, if the class has become full, your child will be placed on a waiting list.

Curriculum...

The Preschool Academy uses a modified ABEKA curriculum. Your child's day will consist of a variety of activities including Bible story time, Bible memorization, academic curriculum, learning centers, art, music, and outside play. Children will be nurtured with hugs, smiles, and encouragement. We will help them learn skills such as self-control, problem solving, and decision making. We will seek to help them develop emotionally, socially, intellectually, and spiritually.

What to Bring...

1's and 2's – We ask that you bring a DAILY change of clothes and a Sippy cup. For children who are not potty trained, please send enough diapers for the day. These children will need back packs that are large enough to store all items. These children will have daily folders to communicate behaviors and activities that occurred throughout the day. Pull-ups are not recommended until a child is in the 2 year old class. At this time we ONLY ALLOW PULL UPS WITH THE VELCRO SIDES.

3's, 4's and K5 Classes – We ask that each child in the 3's, and 4's classes are requested to bring a seasonal change of clothes (winter/spring) to keep at preschool. These are to be in a gallon size Ziploc bag and labeled with the child's name. These will be returned to you at the end of the school year. Each child is required to have a backpack that is large enough for daily folders to be sent home. **BACKPACKS WITH WHEELS ARE NOT ALLOWED.** We recommend that the backpack be large enough to store a lunchbox. This makes it easier for the child during departure at the end of the day.

All items brought to preschool should be labeled with the child's name. This includes clothing, jackets, backpacks, pacifiers, and cups.

PERSONAL TOYS, BOOKS, OR OTHER ITEMS SHOULD **NOT** BE BROUGHT TO PRESCHOOL UNLESS REQUESTED BY THE TEACHER. ALL MATERIALS FOR A HAPPY EXPERIENCE ARE PROVIDED BY THE PRESCHOOL.

Lunches...

A healthy, convenient lunch will need to be prepared and sent with your child in the morning. Insulated lunch boxes with a cold pack are recommended. Please include items that are easy for children to handle and eat. No microwave meals or items that need to be heated are allowed (e.g., chicken nuggets, spaghetti O's).

Objects that can cause choking, such as nuts, popcorn, or hard candy are not allowed. Please provide spoons and forks for your child if they are needed. Snacks are provided by preschool.

Grapes and Hot dog wieners are considered a choking hazard and MUST be cut into bite size pieces by the parents for children under 4 years old. We understand that you may be comfortable with your child eating these items, but please understand that this puts our teachers at a risk with multiple children.

We want to help you encourage your child to establish good healthy eating habits. Please consider what your child brings for lunch and remind your child that pudding, cookies, and candies come last at lunch time.

Clothing....What to wear...

- Children should be clothed in appropriate play clothes. Children often participate in messy activities. Precautions are taken, but accidents do occur. Comfortable, easy to remove clothing (for bathroom and diapering purposes) should be worn to preschool. Belts are considered difficult items. This make bathroom and diapering time very difficult.
- The children (with exceptions of the 1y olds) will play outside on a daily basis as long as the weather permits. Please make sure that your child is dressed for outside play and send a jacket if necessary.
- Girls, (especially 3y and 4y) are required to wear shorts or bloomers under dresses. Our classes tend to sit on the floor in a crisscross style and this prevents them from sitting inappropriately when wearing dresses.
- **UMBRELLAS ARE NOT ALLOWED AT SCHOOL. YOUR CHILD MAY USE ONE TO COME INTO THE BUILDING, BUT THE UMBRELLA IS NOT ALLOWED IN THE CLASSROOMS.**

RECREATIONAL FRIENDLY SHOES ARE REQUIRED! TENNIS SHOES ARE BEST. FLIP FLOPS, CLOGS, AND CROCS ARE NOT ALLOWED. THESE TYPES OF SHOES MAKE IT DIFFICULT THROUGHOUT THE DAY.

Health Policy...

The preschool makes every effort to provide a healthy and germ free environment. We are a well child facility and are equipped to care only for well children. If your child develops a fever, diarrhea, or vomiting while at school, he/she will be removed from their classroom and you will be contacted to come and pick them up. You will be notified when your child will be able to return to school. Children must be fever/vomiting/diarrhea free (WITHOUT MEDICATION) for 24 hours to return. Diarrhea due to teething does not apply. If your child has begun antibiotics, they must wait 24 hours before returning. If your child is actively sick with various viral or bacterial infections (such as pink eye, hand foot mouth disease, or ear infections) they will need to stay home until the illness has run its course or is under control of medication.

Children will be allowed to return when they are no longer contagious or no longer experiencing serious discomfort. Unexplained skin irritations will be addressed and must be cleared by a Doctor's excuse.

Let us know if your child develops a contagious illness so that appropriate measures can be taken to minimize spreading. We want to keep our children and teachers healthy. If your child is sick, they must stay at home.

Medications...

If your child needs to receive medications during the day, we must have a completed permission form, along with any specific directions for the medication. These forms should be placed in a Ziploc bag along with the medication. Acetaminophen or ibuprofen will not be given to control fevers. Dispensing medication at school is discouraged, only when it is absolutely necessary should you request it.

Accidents...

An ouchy report is completed on accidents such as bites, scratches, and falls. Parents will receive a copy of all reports in their child's daily folder. In case of an emergency or head injuries, parents are contacted immediately.

Basic first aid will be administered should an accident occur. This will include antibiotic ointment (such as Neosporin) and band-aids. You will be notified immediately should a more serious injury (such as a head injury) occurs. Appropriate emergency measures will be taken immediately if needed.

Birthdays...

Birthdays are a special time in a child's life and family. We would like to join you in celebrating this special day! Parents are invited to bring a special snack and or goodie bags on birthdays as a celebration. Please notify your child's teacher prior to the birthday with any plans. Parents may send party invitations through the classroom folders ONLY if every child is included. If you wish to limit invitations, you must NOT send them through the preschool. Please be considerate of others if you wish to NOT include all the children. Addresses may be requested through the preschool office. Private policy – if you do not wish for your address to be published for birthdays, a letter must be submitted to the preschool office.

We would like to recognize those who have summer birthdays. You may choose a day during the calendar school year to celebrate as "Your child's special day". Please communicate this with your teacher on when you would like to celebrate this day.

Discipline...

Please understand that this is opportunities to train your child in making good choices. Your child will not be permitted to mistreat himself/herself, others or school property. We recognize that children desire adult attention – positive or negative. We encourage appropriate behavior through modeling or praise. It is our desire to reinforce proper behavior. Children are given several opportunities to make the right choice. When inappropriate behaviors habitually occur, a time out procedure or consequence is implemented. His/her teacher will discuss the unacceptable behavior with your child and provide appropriate instruction on acceptable classroom behavior.

If your child does not respond in a positive way to the teachers instructing, he/she will be taken to the preschool office for one-on-one, uninterrupted time with the director. An office report is made for each visit to the office and retained in your child's file. A copy of the report is sent home.

At NO time will it be acceptable to use corporal punishment, frightening methods of control, or humiliation as punishment. Emphasis is placed on teaching alternative behaviors and giving the child opportunities to choose acceptable habits. If you have ANY concerns please talk to your child's teacher or the director. It may become necessary to involve parents in correcting inappropriate behavior at Preschool. YOUR SUPPORT IS IMPORTANT. Reinforcing classroom rules at home helps the child understand that the teacher controls the class. The director may remove a child from the program if repeated attempts to correct inappropriate behavior are not successful. More serious behavior issues, such as biting or persistent use of foul language, will require parental involvement immediately to resolve. The preschool reserves the right to "suspend" children who cannot be controlled until problem behaviors have been addressed.

Parental Involvement...

Open Door Policy – Parents are welcome to visit at any time. Appointments may be made in the preschool office. If you would like to spend time in your child's class please speak with your child's teacher and director to arrange a convenient time for you, your child, and their classroom. If you would like to volunteer for times such as holiday/birthday celebrations, reading time, or special craft time please let us know. We value and encourage parental involvement. Please keep in mind though, that separation from parents can be difficult for children, wisdom and discernment will be necessary to minimize separation anxieties for your child and your child's classmates.

Homework...

The 4 year old classes will be asked to complete certain homework sheets per week. This is to help parents be involved with the growth and accomplishments of the child. This introduces responsibility to the child, and with your involvement, lets the child know that his/her work at school is important to you.

Each month your child will receive a newsletter that will list current news, activities, character words, bible verses, etc. Please communicate with, and encourage your child about the topics that are going on at preschool.

Progress Reports

The children in our 3's and 4's will receive a progress report every 6-8 weeks. This communicates the growth of the child and helps hold teachers accountable to the goals that we have set for each age group. This has been an asset in helping to identify strengths and weakness in our children. The 1y and 2y will be evaluated on a different schedule throughout the year.

Political/City Petitions...

We ask that parents do NOT bring or solicit political petitions at preschool at any time. We want to do our best to keep the atmosphere friendly and free of conflict.

Parent /Teacher Conferences

Parents are encouraged to meet with their child's teacher as needed. Conferences are best kept between parents, teacher, and the director. Conferences may be scheduled by the teacher or parent when a concern arises. Please do not schedule a conference including your child. We encourage that you DO NOT discuss classroom behaviors or struggles while your child is present.

The parent/staff partnership is an open line of communication. Every attempt will be made to keep you informed of your child's growth and development in the classroom.

Emergency Procedures...

Your child's safety is vitally important. We have scheduled fire and tornado drills that are conducted to prepare teachers and children in case of any emergency. In the event of an active tornado warning, remember that these are times when all teachers and the director are concentrating on the safety of ALL the children. When interrupted, you are not only compromising the safety of your child, but the safety of others also.

Tornado Warning...

1. Children will be moved to a safe designated area of the church.
2. Children will be instructed to kneel down facing the wall with their hands covering their neck.
3. Children WILL remain in designated area until the warning has been lifted.
4. If the tornado warning interferes with departure time, the children will not be released until the warning has been lifted.
5. If you choose to pick up your child during a warning, he/she must be signed out from the director's office.

Freezing Conditions...

1. The preschool academy may be closed during increment weather. When possible we will follow the weather decisions of the Tallassee City Schools.
2. You may be called for early pick up if there is a threat of freezing weather.

Fire...

1. Children will be moved to the designated area away from the building in case of fire.
2. Parents will be contacted as soon as possible if children need to be picked up.

Reminders and Additional Information

- Remember to label everything
- 1's and 2's – send a daily change of clothes and diapers for the day
- Only 2's can wear pull-ups and they MUST be Velcro pull ups
- 3's, 4's, K5's must send a seasonal change of clothes to keep at preschool
- All ages need a backpack large enough for lunch boxes, daily folders, etc.
- Backpacks with wheels are NOT allowed
- Parents and siblings are NOT allowed in the classrooms during drop off
- Children are NOT permitted to walk alone through the parking lots, hallways or restrooms
- Flip flops, clogs, crocs are NOT allowed
- Foods such as popcorn, nuts, grapes, and hot dogs are choking hazards for preschoolers
- Children must wear shoes at all times
- Do not use cell phones when dropping off or picking up a child.

Preschool Holiday Calendar for 2017-18

August 10 th	Open House 5-6:30pm
August 15 th	First day of School
November 21 st – 24 th	Thanksgiving Holidays
December 14 th	Christmas Party/Out for Christmas
December 19 th – Jan 2 nd	Christmas Holidays
January 3 rd	Preschool Resumes
March 26 th – 30 th	Spring Break
May 3 rd	End of the Year Program
May 10 th	Last Day of School

