



***First Baptist School
1001 Cary Avenue
Jennings, Louisiana 70546***

August 26, 2014

Dear Parents,

This handbook has been prepared to help you understand the preschool program and how we hope to share with you the early educational experiences of your child. We hope you will read it carefully and keep it where you can refer to it often during the school year.

A child's first preschool experience will have a great deal to do with shaping of his or her educational growth. A close relationship between parent and teacher is important in making these experiences most effective.

Your child's habits and attitudes toward school will be rooted in this first year in school. Your attitudes will very greatly influence your child. Show your child that you are interested in the things he/she does and be enthusiastic about them. This is one of the best ways to get your child started on a happy and successful school life.

We are looking forward to working with your child and having a pleasant relationship with you. We hope your child and you will be happy with us, and the First Baptist Church Preschool thanks you for sharing your child with us this year.

Sincerely,

Sonja Owers
Myra Spears

The following is a statement of our purpose and objectives as a Christian educational facility.

Our purpose is to extend the services of the church into the community by providing a weekday program in which the preschool child can develop academically, emotionally, physically, spiritually and socially. Our program is comparable, and, in many cases, exceeds other programs of its kind in both the public and private sector. It is our goal to provide a stable, loving environment to bridge the gap between home and the newness of school.

Our objectives are to provide a happy Christian environment where the child can grow and mature in a well-balanced way. We give the child the opportunity of association with others so that he/she can learn social skills, to respect the rights of others and his or her own rights, respect for authority and cooperation within the group necessary for school life. All of this should be done in a Christian atmosphere while teaching the child about the Bible, Jesus, God and His love for them.

The following are some facts that may be helpful to you and your knowledge about your child's day.

- I. School will begin Wednesday, September 3, 2014. **Hours are 8:00 a.m. to 11:30 a.m.** Please try to help your child learn promptness by having them here on time. I ask that you please wait until your child is inside the hallway door before you drive away. We will follow the same holiday schedule as the Jefferson Davis Parish Public Schools. This would also apply to unscheduled closing due to weather conditions or other natural events. If there is ever a question, please don't hesitate to call me. The following is a list of the scheduled closing:

September 1-2	Labor Day
October 2-3	Bank Day/Fair Day
November 24-28	Thanksgiving Holiday
December 22-Jan 2	Christmas & New Year's Day Holiday
January 19	Martin Luther King Day
February 16-18	American Heritage Holiday
April 3-10	Easter Holiday/ Spring Break

At the beginning of the school there will be a three week evaluation period for each student. If a consistent educational or social issue is identified at this point, or at some later point in the year, which impedes the learning process then parents will be notified. Parents may be asked to meet with the teacher and administration to discuss their child's IEP or Individual Education Plan. The school reserves the right to contact Pupil Appraisal for their assistance and recommendations.

- II. Because all children learn and grow at their own pace, our daily schedule may vary from day-to-day. However, I would like to share the elements of a typical day.

A. Classroom Drills

1. Bible Verses
2. Pledge to the American Flag
3. Pledge to the Bible
4. Calendar Facts
5. Colors (Color Words)
6. Shapes
7. Numbers
8. Alphabet

- B. Art Activities: Art is very special when children are able to create and mold with their own hands, to sharpen motor skills and to simply enjoy the freedom of making something. Many art projects will be planned to reinforce phonics and math skills while others will be seasonal and for emphasizing a Bible story or verse.

- C. Music Time: Music is an excellent tool to teach skills we are learning, to reinforce Christian concepts, to work on hand-eye coordination through finger plays, to learn free expression through different styles of music and just to have fun and relax after some strenuous study or play. All children have the capacity to love and enjoy music if they are exposed to it early with excitement.
- D. Bible Stories and Memory Verses: We will read Bible stories daily, and discuss the lessons and values taught in the stories. We will also learn a memory verse for each letter of the alphabet. Children have a great storehouse in which to gather information. By using the Bible verses, we are helping them to achieve a balance between academic and spiritual and moral information and values.
- E. Playtime and Clean Up Time: During this time, the children are free to choose, to think and to act for themselves. They may paint, work with clay, build with blocks, read a book, and play in the other creative activities that are available. This period has the educational values of helping the children accept responsibility and complete tasks that have been started. Each child assumes responsibility for putting away the materials and equipment they have used and for cleaning up the area in which they were working.
- F. Circle Time: This is a time when we read books or discuss things. Allowing the children to share openly in front of the group is an important part of their language development.
- G. Snack Time: Our snacks will consist of juice or milk with cookies, crackers, chips, fruit, popsicles, ice cream, peanut butter. Cooking is an excellent way to teach children. There will be many occasions when we make our own snacks. We will have special snack days on Monday, Wednesday and Friday. Please provide for 15 children and remember your snacks need not be homemade or expensive. PLEASE NO HARD CANDY OR GUM. A schedule will be provided later.

III. Toys: Your child may bring a toy from home each day, but please limit this to one. I do request that you try to make sure he remembers to bring his toys back home daily. Our cubby holes are not for storing toys. Toy knives, marbles, darts, guns, swords and money ARE NOT ALLOWED. Also, please do not send noisy toys such as radios, tape players, battery-operated toys, or electronic keyboards. We also request that you not send dvds, video tapes or toys that appear violent, evil or scary. NO POWER RANGERS OR ACTION FIGURES.

Just a reminder: Please label with a permanent marker all toys, removable clothing and other articles that your child might bring. This sometimes saves much confusion and heartbreak.

- IV. Party Days: We will have six party days this year: Fall Festival, Thanksgiving, Christmas, Valentine's Day, Easter and School's Out.
- V. Discipline: Of course, our classroom will have certain rules that must be followed. When they are not, some form of disciplinary action must be taken to try and correct the error. "Time Out" will be a place where one can go to calm down and think over any wrong behavior. If that is unsuccessful, the child loses part of his/her playtime. Discipline will be administered with patience and gentleness always allowing the child to see the love of God rather than anger and frustration. If any other disciplinary action should seem necessary, which I strongly doubt, I will speak with you about the problem.

Discipline must be based in the atmosphere of love and acceptance. The child needs to know that they are loved and accepted as a human being and as a member of the family group. Here are a few guidelines we will use to discipline your child:

- *It is firm, reliable and kind.
- *Show a child what is expected of him.
- *Does not sever a child's sense of belonging to a group.
- *Comes from mature, loving adults worthy of being copied.
- *Discipline should be consistent.
- *Rewards and punishment should be given in a dependable manner.
- *Given a choice only when a choice can be given.
- *Use positive statements telling the child what he can do instead of what he can't do.

Fear of punishment may prevent misbehavior, but positive guidance used by a loving teacher in an environment suited to the child's level of development can promote desirable behavior and minimize the need for punishment.

School Rules

- *The child shall not do anything that would inflict harm physically or verbally on himself, fellow students or any person.
- *The child shall not misuse or intentionally damage school property or any other person's property.
- *The child shall participate in group learning activities displaying age appropriate social behavior. e.g. Using quiet voice inside; remaining seated during work or circle time as the teacher instructs; raising hands to speak, walking, rather than running, inside the building.
- *The child shall not be verbally or physically defiant to the teacher.

Disciplinary Action

*Acceptable

1. The teacher will remind the child of the rules and give guidance in what is appropriate behavior.
2. The teacher may have the child observe “time out” for a period not to exceed five (5) minutes. The child would be required to sit in a chair within the classroom, within a staff member’s sight.
3. The child may lose part of his or her playtime. The child would be required to sit within a staff member’s sight.
4. The child may be denied good behavior rewards.

** Special Note Regarding “The Discipline Policy” of First Baptist Church Pre-K and Kindergarten Programs. Our teachers and staff **will not** administer corporal punishment to your child. In the event that all above measures have been exhausted and your child’s behavior still is not compliant you will receive a call from the school asking for your involvement in an intervention.

At the beginning of the school year there will be a three week evaluation period for each student. If a consistent discipline issue is identified at this point, or at some later point in the year, that cannot be handled through regular disciplinary action then parents will be notified. Parents may be asked to meet with the teacher and administration to discuss their child’s IEP or Individual Educational Plan. The school reserves the right to contact Pupil Appraisal for their assistance and recommendations.

- VI. Clothing: Please mark all removable clothing. Your child may wear **almost** any clothing that you desire. We ask that fashion trends like halter tops and midriffs **not** be a part of their school attire. Please provide you child with a **full shoe** to wear to school (defined as a shoe with a covered heel). Flip flops and slip on shoes are not appropriate for daily activities and planned recreational games. All clothing should be comfortable to your child. Please do not dress you child in Sunday school clothes.
- VII. Health: Help your child attend preschool regularly except when ill. Regular attendance in preschool is as important as in any other grade. If your child is sick with any childhood disease, please notify us so we can in turn notify other parents. Please help your child get to bed early. He needs plenty of rest. Help your child brush his teeth each night and morning. A child should come to school with a good breakfast.

- VIII. Visitors: Parents are welcome to visit the classroom, but please remember the teacher is occupied with her class and she needs to give her undivided attention to the entire group. If you need her help or wish to have a conference with her, arrangements may be made for after hours. Confer with the teacher about your child, but refrain from discussing the child in their presence. Please report any upsetting experience that will help the teacher better understand the child's behavior at school.
- IX. Field Trips
We will be bringing the children on field trips from time to time. Every possible precaution will be taken for your child's safety. Information will be sent to you regarding the time and destination of each trip. Parents are welcome on any trip.
- X. Birthdays
Birthdays are "Red Letter Days" for preschoolers. We try to make them special, yet simple. Please check with your child's teacher the week before their birthday. Cupcakes or cookies are preferred to cakes. Please no hard candy in preschool.
- XI. Curriculum – A Beka
- Working with paints, clay crayons, blocks, puzzles and other manipulative materials.
 - Making short excursions to points of interest in the community.
 - Enjoying stories, finger plays and books.
 - Learning shapes and colors.
 - Becoming familiar with the alphabet, phonics and numbers.
 - Learning to share, take turns, plan, work and play with others.
 - Perception ability, language skills and speech activities.
 - Learning to respond rhythmically to music, singing new songs and listening to different kinds of music.
 - Acquiring good health and cleanliness habits.
 - Rest, snacks.
- XII. Child Protection: Any suspected abuse and/or neglect of a child enrolled in First Baptist School will be reported to the Office of Social Services, Child Protection Division in accordance with Louisiana Revised Statute in 14:403 and Chapter 5 Title VI of the Louisiana Children's Code.
- XIII. Transportation Requirements: Federal and Louisiana State Laws prohibits the transporting of any school age child in 15 passenger vans (example the Church Vans). Therefore, as fieldtrips are planned for your child's class your assistance may be requested by the teacher to help transport the children there and back to the school. If you are willing to assist with this need the teacher will ask you to complete a "Drivers Authorization and Proof of Insurance Form" so we might meet our own Insurance Company's request.

LATE PICK UP POLICY

Due to circumstances that arose in the past, we will be charging a late fee of FIVE dollars to your monthly bill each time your child is not picked up at 11:30 a.m. You will then be charged TEN dollars each time your child is still not picked up by 11:40 a.m. School dismisses at 11:30 a.m. Please be prompt in picking up your children. Thank you for your cooperation.

The following is a list of our Kindergarten Committee members and phone numbers, as well as a few other names and numbers you might like to have. Once again, we appreciate your confidence in us and we will strive to give your child the best, most well-rounded learning environment possible.

Phyllis Armstrong, Chairman	824-5255
Frances Byler, Committee Member	774-5167
Faith Francois, Committee Member	580-5927
Diane Edwards, Kindergarten Teacher	824-5124
Myra Spears, Four-Year Old Teacher	329-4452
Sonja Owers, Four-Year Old Teacher	824-8015
Kendra Laidlaw, Three-Year Old Teacher	824-5530

PAYMENT POLICY

Monthly Tuition: \$75.00 for August (Kindergarten Only)
 \$125.00* for the first child
 \$110.00 for the second child in the same family
 \$95.00 for the third child in the same family

* Discounts only applies for students enrolled in the same school year

Since our program is non-profit, our teachers are paid from the money generated through tuition. Due to this fact, tuition must be consistently paid on the 1st of every month unless an alternate plan is worked out beforehand with the Kindergarten Administrator, Brian Wells.

Please make payments to the church office. PLEASE DO NO SEND CASH WITH YOUR CHILD. It is not the responsibility of your child or the teacher to make sure the tuition is paid.

If payment is not made by the 10th of the month, a late fee of \$10.00 will be incurred. If payment is not paid by the 15th of the month, your child will not be allowed to attend school until the matter is cleared. If your child is not attending due to failure to pay, their space in the classroom will not be reserved or guaranteed for them. If circumstance such as a waiting list is still active at the time, the space will be made available to another child.

No child will be allowed to graduate with a balance owed. Final May tuition must be paid by the first of that month.

Thank you for your understanding in this matter.

Sincerely,

Phyllis Armstrong
Frances Byler
Faith Francois

Kindergarten Committee

I understand that tuition for my child(ren)_____, is due on the first of each month in the amount of \$125.00 Failure to submit tuition by the 15th of that month will result in removal from school.

Signature

Policy Date
8-1-99

Dear Parents,

The State of Louisiana requires that you be notified of the Evacuation Plan for First Baptist School. The children will be transported to the following sites by the teachers and office staff in their vehicles.

In the event of an accident resulting in a chemical spill or leakage on **Interstate 10**, the children will be evacuated to the **Multi Purpose Building at the Jennings Fair Grounds**. For an accident of the same nature occurring on the **Southern Pacific Railroad Line or located south of it**, they will be evacuated to **Bethel Baptist Church, 15147 Hwy. 102, north of I-10**.

Sincerely,

Brian R. Wells
FBC Kindergarten

**First Baptist Preschool
1001 Cary Avenue
Jennings, LA 70546**

NON-DISCRIMINATION POLICY

Children are admitted on a first-come, first-serve basis without regard to race, color, creed, sex or national origin.

If the child has a handicap, which would require special facilities or equipment, or additional personnel, we reserve the right to refuse admission. We will refer the parents of such child to appropriate services through the Louisiana

Pupil Appraisal Service.