

First Baptist School

***1001 Cary Avenue
Jennings, LA 70546
(337) 824-3271***

August 5, 2014

Dear Parents,

This handbook has been prepared to help you understand the objective of our kindergarten program and also to aid you and me in getting off to a great start. I hope you will read it carefully and keep it at your fingertips for reference during the course of this school year.

The kindergarten year is a very important one in the educational growth of your child. The attitude in which all of us – teacher, parent and child – approach this year of school will greatly influence your child's future educational success. Make a point daily to show interest and enthusiasm about your child's work and the things he/she does in school. This will help to ensure a successful and happy school life.

Let me assure you that I am available to you at any time. It is essential that our relationship be one of confidence, respect and support for each other. There also must exist between us an open line of communication. Please feel free to call on me at school (824-3271) or home (824-5124). Unless absolutely necessary, please try not to call during school hours. I will be glad to speak with you on the phone or set up a conference with you at your convenience.

I am looking forward to an exciting and successful year and a great relationship with you and your child. On behalf of First Baptist Church, its pastor and staff, I would like to say thank you for entrusting your child to us and we hope you will be pleased and happy with your choice.

Sincerely,

Diane Edwards
Kindergarten Teacher

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 kindergarten 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 can learn social skills, to respect the rights of others and his 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 of God and His love, Jesus and the Bible.

The following are some facts that may be helpful to you and your knowledge about our Kindergarten day.

- I. School will begin Monday, August 11, 2014. Hours are 8:00 a.m. to 11:45 a.m. Please try to help your child learn promptness by having him 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 closings:

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
9. Telephone Numbers
10. Birthdays
11. Addresses

B. Phonics Study: Our reading program, Letters and Sounds K, consists of six easy steps.

1. Learn to recognize the short vowels and their sounds.
2. Learn to recognize the consonants and their sounds.
3. Learn to blend.
4. Learn to sound one-vowel words.
5. Learn the sounds of the long vowels. Learn to sound two-vowel words.
6. Learn the special phonics sounds, and READ, READ, READ.

C. Arithmetic Is “A Beka”. We will be using the Numbers Skill K workbook, which is correlated with the “A Beka” Math Curriculum.

The pages provide practice and evaluation of many concepts, including concepts from 1 through 100, numbers formation, number words, simple combinations, money, and telling of time.

Arithmetic is...studying one aspect of the order of the real world and indirectly learning more about the God Who created the world using mathematics.

- learning to see addition and subtraction facts as part of the truth and order that God has built into reality.
- knowing that there is a right answer.
- working hard to get the right answer.
- learning to go from the concrete to the abstract, from the particular to the general, from content to concept.
- learning to see relationships between one truth and another.
- learning to be precise and exact in thinking.
- learning to apply mathematics skillfully in order to function in daily life.
- learning to believe in absolutes ($2 + 2$ equals 4).
- establishing the extremely important skill of learning things by memory.
- learning to be fast and accurate in thinking.
- seeing how things work together.
- being prepared.
- finishing the job.
- working at a set pace.
- participating in healthy competition.
- learning to be thorough, orderly, careful, alert, obedient, persistent, cooperative and honest.
- learning to master a received body of knowledge and apply it as one way to obey the command of Genesis 1:28 to subdue the earth and exercise dominion over it.

- D. Art Activities: Art is a very special time 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.
 - E. Music Time: Music is an excellent tool to teach skills we are learning, to reinforce Christian concepts to work on hand-eye coordination through fingerplays, 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 and with excitement.
 - F. 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.
 - G. Playtime: This is a very important part of the day. We will have a somewhat structured free time within our classroom each day. We will also have outside time whenever weather permits. Some of our outside time will be used to play group games in which the children learn to both win and lose gracefully, to take turns and share equipment.
 - H. 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.
 - I. 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.
- III. Toys: Your child may bring a jump rope or ball for recess. No other toys are allowed except for TOY DAYS, which are rewards for good behavior. I request that your child not bring toy knives, marbles, darts, guns or noisy toys such as radios, tape players, battery-operated toys, or electronic keyboards. I also request that you not send video tapes or toys that appear violent, evil or scary.

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

- IV. Report Cards: I will send home report cards every 6 weeks. I will also be glad to talk with you about your child's progress at anytime throughout the year.
- V. Party Days: We will have six party days this year: Fall Festival, Thanksgiving, Christmas, Valentine's Day, Easter and School's Out.
- VI. Homework: I will send home a worksheet for your child to complete and return the next day. The paper will take only about 5 minutes to complete and allows the child to share what he is learning in class with you while reviewing the skill himself. It also gives the opportunity to see how well your child works independently and helps build responsibility. No child will be punished or fussed at for unreturned, incomplete or incorrect homework. I will reward with stickers, candy and small treats
- VII. 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.
- VIII. Transportation Requirements: Federal and Louisiana Laws prohibit the transporting of any school age child in 15 passenger vans (example the church vans). Therefore, as field trips 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 "Driver's Authorization and Proof of Insurance Form" so we might meet our own insurance company's request.
- IX. 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.

Fear of punishment may prevent behavior, 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.

- X. 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.

- XI. Immunizations: Please check your child's immunizations records and make sure they are up to date. Your child should have the following shots already:

2 Month
4 Month
6 Month
12-15 Month
4 Years

The last immunization should be after your child's fourth birthday. The Jeff Davis Parish Health Unit is open from 8:00 to 11:00 on Monday mornings. Please turn these records into me as soon as possible. If you do not wish to have your child immunized, you must contact the church office and fill out an immunization waiver before the start of school.

XII. 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 your 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 your child in Sunday school clothes.

LATE PICK UP POLICY

Due to circumstances that arose in the past, we will be charging a late fee of FIVE dollars each day to your monthly bill, if your child is not picked up at 11:45 a.m. You will be charged TEN dollars if your child is still not picked up by 11:55 a.m. School lets out at 11:45 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 vans.

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 School Kindergarten
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.