

Welcome to the First Baptist Academy of First Baptist Church Covington

On behalf of the staff of the First Baptist Academy, I would like to thank you for allowing us the opportunity to minister to and help guide your child through these early years of development. We promise you that we will, to the best of our ability, help your child develop – spiritually, emotionally, mentally, physically, and socially.

We understand that each child is unique and is given to us as a gift from God. We promise to be a partner to you in providing your child with a loving, healthy, stimulating environment in which to learn. The children will learn about Jesus, themselves, their peers, and the world around them.

We believe that parents are the first and foremost educators and caretakers of their children. We, the staff of the First Baptist Academy, serve as an extension of this wonderful God-given privilege. We encourage you to be fully involved in all aspects of their care and education here. The most important way to be involved is through daily prayer for our staff and your children.

Included in this handbook are our policies and other general information. Please keep it handy for your reference throughout the school year. We are always open to hearing from you. Please let us know how you think we are doing. We look forward to a great year with you and your child.



Sincerely,

Julie Harpe, Director

Patty Cates, Assistant Director

FBA Mission

The First Baptist Academy is here to supplement the good, loving, positive, Christian care you give your child throughout each day. We are a Christian preschool and elementary school, teaching Christian values. This ministry was put in the church to enhance all the good you are teaching your child on a daily basis. We have carefully screened and employed only the best administrators and teachers who understand and appreciate this vital task.

The teaching staff and director are required to continue their education and attend conferences pertaining to early childhood development. The First Baptist Academy is a member of the Association of Christian Schools International which provides continuing education in early childhood. Staff members are certified in CPR and First Aid and have all received security clearance through a national company called "Protect My Ministry".

SCHOOL POLICY

The First Baptist Academy is a Christian, tuitional, self-supporting, non-profit organization whose policies are determined by the FBA School Board, appointed and overseen the governing body of First Baptist Church of Covington. The First Baptist Academy does not discriminate based on race, nationality, ethnic origin, or religion. However, it is important to realize that this is a Christian Preschool and Elementary school, and as such, will include prayers, blessings, Bible stories, Christian songs and the Gospel message of the saving grace of our Lord Jesus Christ in the daily schedule of activities. We teach traditional Christian ethics and family values.

The First Baptist Academy reserves the right and privilege to dismiss any child, if, after entering the school, he/she seems unable to participate in group experiences *or if fees have not been paid in a timely manner.*

HOURS OF OPERATION, DROPPING OFF AND PICKING UP

All preschool students, toddlers through Pre-K, should be in their classrooms no later than 9:05 a.m. Drop off begins as early as 8:50 a.m. for all students. Doors will not be open prior to this time, as this is the teacher's planning and prayer time.

For parents of children in our three-year-old through elementary classes, please feel free to use our drive-through drop off. Your child will be taken out of the car by one of our staff members. The drop-off area is staffed from 8:50 a.m. until 9:05 a.m. Preschool dismissal will begin at 12:50 p.m. and run through 1:05 p.m. Please be sure to have your car rider tag visible from the rear-view mirror for carpool. For parents of our infants, toddlers, and twos, we ask that you park and walk your child in to his/her classroom and again for pick-up.

All preschool classes end at 12:50 p.m. Children in our three and four-year-old classes will be dismissed through our pick-up line. If you need to pick up your child before 12:50 p.m. please check in at the office. Please notify us if you will be later than 1:05 p.m. getting your child, otherwise a late fee of \$5.00 will be charged after this time. This fee will automatically apply after the child is left late more than one time in a one-month period. The charge will be reflected on your tuition invoice.

We ask that you never enter a classroom without knocking and waiting for a teacher to greet you. This eliminates any disruption of the children in their classes.

There is absolutely no parking in the driveway. If you must come in, or need to speak to your child's teacher, please park your car in the parking lot and walk in. Also, for the safety of all of our children, **please be very careful and alert in the driveway and parking lot of our facility.**

We must have written permission if your child is to be dismissed with another child or to someone other than a parent or guardian. Upon your request, your child's teacher will give you a Release for Pick-up Form. If an emergency arises, please call our office at 770-784-7570 or the main church office at 770-786-9031. Picture I.D. is required for anyone whom the child is to be released to other than a parent or guardian.

ATTENDANCE

Success in school greatly depends on the student's attendance on a daily basis. The child who is tardy for school loses valuable instructional time and causes undesirable disruption in the classroom. Chronic absenteeism and tardiness is not fair to the child, his/her classmates or his/her teacher. Absences due to illness or death in the

family are considered excused. A written explanation from the child's parent or physician should accompany the child on the first day he/she returns to school to be considered an excused absence.

As we are preparing these students to enter future school years, they will be held accountable for days missed for any reason. These students will be allowed no more than 10 unexcused absences in a school year. After the 10th unexcused absence, a conference with the Director and/or the FBA Committee Chair will be requested. At this point, it will be determined whether the child will be placed on probation and return to school, or if the child should be removed from attendance for the remainder of the school term.

TUITION AND SCHOOL DISCOUNTS

Multi-student discounts are given for families with more than one student enrolled at FBA. Annual tuition is discounted 10% for the second child. A 20% discount is given to any additional students following the second child. Any FBC church member will receive a 5% discount for their preschool child.

Your monthly tuition plan will be paid through FACTS management, our new on-line system. If tuition is paid late, please note that a fee of \$25 will be added to your account. **Tuition is not deductible for sick days or days not in school, including vacation.**

FACTS management charges \$30.00 plus any applicable bank fees for any returned check.

WITHDRAWALS

If for any reason you must withdraw your child from classes, tuition will be reimbursed as follows:

Withdrawals before the 15th of the month will receive a reimbursement of one-half of that month's tuition; after the 15th of the month, there will be no reimbursement.

SAFETY/SECURITY

When the custody of any child is in question, the First Baptist Academy must act in accordance with rulings of the court. All legal papers pertaining to custody **must** be on file in our office. We are required by law to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

HEALTH REQUIREMENTS

We are required by the state of Georgia to have on file a current immunization record for each child. We can accept the official Certificate of Immunization (**form #3231**) from the health department or from your personal physician. All immunization records must be turned in by the first week of school. After the first week of school, children will not be allowed to return to school until the school director receives immunization records.

We do not administer any medication unless it is a medical emergency or without your consent. With your consent, we will administer acetaminophen for a high fever, Benadryl for an allergic reaction and topical ointments for cuts/abrasions. Without your consent and if we cannot reach you, we will call emergency personnel if a situation warrants immediate attention.

Please observe the Golden Rule as our illness policy: Do unto your fellow school families, as you would have them do unto you. If you wouldn't want your child to catch it, don't spread it. If your child is sick, he/she needs you. We will call you if your child becomes ill at school. You should keep your child home from school if he/she shows any of the following signs/symptoms **unmedicated**:

Fever, vomiting, or diarrhea within last 24 hours, croup, sore throat, unexplained rash, eye or skin infection, and a diagnosis of Flu requires a 48-hour symptom free return to school

BITING POLICY

Whether it may be age related, because of teething, due to illness or because it seemed like a good idea at the time, many children will bite to express their emotion and to explore the world around them. If your child begins to bite other children or adults, our staff will work closely and patiently with you, however, we must protect and do what's best for all of the children in our care. After 2 bites within thirty days, that child will be placed on probation for the next 60 days. During this probationary period if the child bites again, the child may be subject to dismissal.

Dismissal is at the discretion of the First Baptist Academy Administration after careful consideration of all circumstances relating to the biting occurrences.

CONFERENCES

We will have two scheduled parent/teacher conferences for parents and teachers of children in our Four-year-old pre-k classes. However, we encourage you to request a conference any time during the school year if there are special concerns. Please write a note to your child's teacher and deliver this with your child at drop-off. *Please do not use drop-off or pick-up times as time to discuss concerns.* Also, we will never discuss negative behavior in front of any child; please do not attempt to do so.

CLOTHING AND WHAT TO BRING

All preschool children should bring a change of clothing (appropriate according to the season). Please remember to include diapers or underwear, which ever is appropriate. These items should be placed in a large Ziploc bag with the child's name written on it. This bag will remain in your child's classroom in the event of an unforeseen accident. In the event an accident does occur, we will send the child's clothing home in the Ziploc bag to be laundered. Please return replacement clothing and bag with your child the next day he/she has classes.

Washable play clothes are the most suitable for preschool. Children enjoy their varied experiences at preschool more if they are not concerned about dirtying their clothing. Clothing should be appropriate and suitable to the season and the day. For the sake of modesty, girls are asked to wear bloomers or shorts under dresses. Please send sweaters or jackets on cold days. Removable clothing such as hats, sweaters, mittens and other similar articles should be marked with the child's name.

Children should not wear sandals or open toe shoes. Our outside play areas are covered with mulch that can hurt little feet and toes. For their own safety, children who wear open toe shoes or sandals will be kept inside during outdoor play time.

For our toddlers and two-year olds, please pack your child's bag with everything they will need for the day. This includes an additional change of clothing, diapers, wipes, bottles, any item of comfort, etc. Bottles and cups must be marked with your child's name. Please try to discourage your children from bringing toys or other personal items with them to preschool unless it is an item that your child uses for comfort. We will have designated "show and tell" days when favorite toys or stuffed animals can be brought and shared with the class.

TOILET TRAINING

If your child is or begins toilet training during our school year, please notify the child's teacher of any schedule or special techniques that you use at home. Our staff will work closely with you during this time to help ensure success. Our 3-year-old classes expect training to be complete by the end of the first quarter.

LUNCH AND SNACKTIME

All children need to bring their lunch. If your child does not have a lunch at the time his/her class begins to eat, a prepackaged lunch (such as a Lunchable) will be served at a charge of \$4.00 to you. We will have a snack-time each day. Snacks are provided on a rotating schedule by parents. A note will be sent home with your child when it's your turn to provide snacks for his/her class. We would like to encourage you to keep the snacks simple and nutritious. Here is a suggested list~

2 Years Old:

Goldfish Crackers	Animal Crackers	Cheerios
Arrowroot Crackers	NutriGrain Bars	Kix Cereal
HiHo/Ritz Crackers	Butter Cookies	Vanilla Wafers
Graham Crackers	Cheese Crackers	Pretzels
Fresh Vegetables	Rice Krispie Treats	Cheese
Muffins	Fruit Gummies	Fresh fruit

3/4 Years Old:

Any of above list, Ice-cream cups, pudding cups, fruit cups

We do not suggest and will not serve the following snacks:

Popcorn, raw carrots, raisins for children under 3, soda, whole grapes, cheese puffs, and absolutely **NO RED DYE drinks**

BIRTHDAYS

A young child's birthday is a very important day. We will try to arrange the snack schedule to allow you to bring snacks on your child's birthday if you so choose. We will have a celebration on or close to their special day.

ROOM PARENTS

Each class will ask a parent to be the designated room-parent to be responsible for contacting the other parents to plan parties and special events for your child's class. You are encouraged to contact the room-parent and indicate your willingness to help when needed.

Each class will have a roster with the child's name and parent's names on it as well as the addresses and phone numbers. Within the first month of school, the roster will be available to parents only, upon request. *Please let the teacher or director know if you do not wish your child's information to be included on this list.*

PARENT/TEACHER FELLOWSHIP

The PTF is made up of parents and teachers. We encourage parents (or grandparents) who want to be involved in their child's school experiences to volunteer with our PTF. The PTF helps in the planning of fun activities for the children, uplift fellow FBA families in times of need, and raise special funds for the school. Your help is greatly appreciated by everyone at the school, especially the children. Volunteering can be very rewarding when an open mind and willing heart are utilized to nurture the children. Please prayerfully consider where you may be needed.

FIELDTRIPS

Our three and four-year-old classes will go on fieldtrips. These are sure to become very special times for our students and staff alike. We try to ask each parent who can chaperone to do so and drive on at least one of the trips during the year. We ask parents to please be understanding and not sign up to chaperone on every trip until we are sure all have the opportunity. Most field trips are local, and you will be notified at least two weeks prior to the field trip.

Any child who is six years of age and younger is *required by law* to be in an approved safety seat. The First Baptist Academy does not allow children to ride in our vans or in private vehicles during any school event without a safety seat. We will use all care and caution possible when securing your child in his/her seat. To ensure the highest level of safety, you may be asked to help secure your child's seat in our vehicle prior to a trip.

SCHOOL PICTURES

We will offer school pictures in the fall. These will consist of class pictures for each age group, as well as individual portraits. Students in Pre-K and Kindergarten will also have their pictures made in the spring in their graduation/promotion attire. Graduation clothing will consist of Sunday dress clothes in black/white.

SPECIAL PROGRAMS

We have special programs during the school year which involve our 3 and 4-year-old classes. These include activities such as Thanksgiving and Christmas. Our end-of-the-year program includes preschool promotion and graduation for Pre-K and Kindergarten classes. You are encouraged to invite family and friends to attend all of our programs.

INCLEMENT WEATHER

Nothing is more important to us than the safety and well being of our preschool families. When inclement weather occurs, we will follow the Newton County School system when determining whether the roads are safe for travel. Please tune into the local or Atlanta news channels for this information.

****** This agreement must be signed and returned by Friday, August 9 ******

Parent Agreement

I have received a copy of the 2019-2020 Parent Handbook. I have read it, understood it and now agree to abide by the policies and procedures of the First Baptist Academy of FBC, Covington.

By signing below, each parent/guardian hereby relieves the First Baptist Church and all employees of First Baptist Church of Covington, GA, Mrs. Julie Harpe, the Board of Deacons and Trustees of First Baptist Church of Covington, GA from liability for and injury to any child enrolled in the First Baptist Academy. Each parent hereby waives any responsibility on the part of the school, Mrs. Julie Harpe, employees of the First Baptist Church of Covington, GA, the Board of Deacons, the Trustees, and the First Baptist Church of Covington, GA for any accident or injury which might be suffered by any child or by the parents of the child.

Notice of Exemption

I acknowledge that I have been informed that this program is not a licensed child care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

Child's Name: _____

Parent/Guardian's Signature: _____

Printed Name: _____ Date: _____

