

PARENT HANDBOOK

"Parent Information Manual: A Vital Link between Home and School"

First Baptist Academy

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SECTION 1

GENERAL POLICIES AND STATEMENT

OUR PROGRAM

The First Baptist Academy provides a program of preschool classes for 2 1/2 through five-year olds. The Academy is administered by the Director who reports to the Pastor and a governing committee. Each member of the teaching staff is an experienced teacher who possesses the competency and understanding essential in teaching young children as well as the basic love for little children. Each teacher receives a minimum of 18 hours training/enrichment annually. The staff is certified in CPR and First Aid. Our teachers believe that children are a gift from God that you have entrusted to our care. We will love and care for your child as though he were one of our own, for he is a child of God. Children are our only business...they come first in our hearts and dedication.

OUR MISSION

The mission of the Academy is to extend the ministry of and help accomplish the purpose of our church by providing the highest quality of Christian child development that combines scholastic and Biblical values in a safe, nurturing environment. The education of a well-rounded child will be achieved through setting and meeting standards of excellence for each enrolled child to his/her greatest potential...spiritually, mentally, physically, emotionally, and socially. This is to be accomplished by providing developmentally appropriate activities and guidance and by providing a program of ministry and outreach to the families of the children enrolled.

OUR CURRICULUM

Our classes are open to any child regardless of race, nationality, or religious beliefs. The curriculum is appropriately designed to the age groups and to the stage of development of each child. Since children learn best through hand-on activities, lessons are built around play and experiential learning. We believe that a child absorbs his concept of God from people, things, and experiences that are a part of his environment. Thus, a love and appreciation for God, Christ, and the things God has made are stressed through appropriate activities. Curriculum is designed to help the child develop in all facts of his life...physically, mentally, emotionally, socially, and spiritually.

Our Pre K 2 /Pre K 3 curriculum is theme based and includes phonics, reading, math, science, art and centers. It also includes a Bible curriculum that ties into the lessons of the month. The Pre K 4 curriculum is Saxon Early Childhood. The Kindergarten also uses Saxon Math and Saxon Phonics curriculum. Kindergarten is also implementing the Guided Reading approach to beginning reading. Many supplementary texts will be used to enrich this material.

OUR STAFF

Most staff members are experienced early childhood educators. All participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and in accordance with the state licensing department.

OUR FACILITIES

Our building is modern, air-conditioned, heated and furnished with modern, comfortable equipment. All facilities are shared by the various organizations of the church...Sunday School, Mission Friends, Children's Choirs, Extended Session, and Weekday Education. The Children's Wing was designed for multi-organizational use and functions extremely well as the organizations share the building and all furnishings.

We have two play structures: one for children three years and younger and another for children three years and older. Our playground is clean, spacious and furnished with the latest in safe playground equipment. We do not go outdoors if the temperature is below 35 degrees (or chill factor below 35 degrees) or over 100 degrees (or heat index). Children should be brought to school in clothing and shoes that will enable them to play outside on the outdoor classroom/playground.. If a child has been ill and needs to be kept indoors, it is requested that the parent send a note to the teacher informing her of this.

CLOTHING

Children need to be brought to school in clothing that will enable them to play outside during the day when weather permits free of fear of getting dirty. Please do not dress your child in his "Sunday best!" Comfortable, washable play clothes are requested. **Tennis shoes are preferred- Please no flip flops.** Preschoolers are very active and still learning to maneuver in their environment. They need good sturdy footwear to enable them to run and play without fear of tripping or falling. A change of clothes (including underwear and socks) are to be left in their backpack at all times. **All clothing needs to be marked with the child's name.** The Academy cannot be responsible for items that are not clearly labeled with your child's name. Lost and found items are generally placed in the area of your child's classroom or the Director's office.

All children are requested to wear the school T-shirt on Wednesdays and on field trips. These shirts are included in your registration fee.

PARENT AND TEACHER CONFERENCES

Parents desiring to discuss an issue with a teacher should do so during the teacher's conference period. Arrangements for conferences or visits may be made through the school office or by sending a note to the teacher in the student's backpack. The Director reserves the right to be present during conferences. It is best NOT to discuss problems concerning your child in front of her/him. We do not allow children to attend conferences.

SEPARATION FROM THE PARENT

Whenever a child begins school, it can be an exciting, but difficult period for the young child. The child may appear eager in the beginning, but may suddenly realize you will not be there and balk at your desire to leave. This is entirely normal! Most children have little difficulty adjusting to school if a few suggestions are followed:

1. Allow the child to accompany you on your initial visits to the Academy.
2. Allow the child to bring or leave something personal at the Academy for identifying on the first day of attendance. Often teachers will ask the child to draw a picture or take a snapshot of the child at this first visit for display on a bulletin board.
3. Encourage the child to play upon arrival. Sometimes it is helpful if the parent arrives early enough to play in the activity center with a child.
4. Once the parent decides to leave, he/she needs to hug the child and say that it is time for the parent to leave. It is important that the parent do so, without temptation of staying if the child begins to cry.
5. It is desirable that parents not stand at the door or window with an expectation that the child will cry. The child will feel this apprehension and respond as the parent fears.
6. Sometimes it is helpful if a non-parent brings the child to school if difficulty continues with separation
7. Generally, young children adapt to a new program within 2 weeks if attending a four-day program, longer if the child attends only part-time.
8. Parents need to be aware that the child may need extra time or more physical contact in the form of hugs and kisses and rocking during the first days of a new routine.

SECTION 2

ADMISSIONS POLICY

AGE REQUIREMENTS

Pre K 2-A child entering Pre K 2 must be two years of age by September 1

Pre K 3-A child entering Pre K 3 must be three years of age by September 1

Pre K 4-A child entering Pre K 4 must be four years of age by September 1

Kindergarten-A child entering Kindergarten must be 5 years of age by September 1

PRIORITIES

Since the Academy is a ministry of First Baptist Church of Silsbee, the following priorities for enrollment are established.

1. Families that presently have a student enrolled.
2. Families that have had a student enrolled in the past.
3. Students whose families are members of First Baptist Church Silsbee.

TERMINATION OF THE AGREEMENT

This agreement shall be terminated if any one or more of the following occur:

1. The school year has come to an end.
2. Death of the child.
3. Serious illness of the child preventing attendance.
4. The child's account is allowed to become delinquent.
5. Failure of the parent/guardian to honor the obligations listed in this Agreement or in any rules, regulations, or manuals provided by the Academy.
6. The Academy determines that it is unable to meet the needs of the child.
7. The Academy determines that it is not in the best interest of the Academy or other children enrolled at the Academy to have the child in attendance.
8. Failure of the child's parent/guardian to cooperate with the Academy is serious enough to warrant termination.

SECTION 3

FINANCIAL POLICY

The Academy is a religious nonprofit school with an annual budget dependent upon the tuition of the students. Faithfulness in keeping school accounts current is necessary to maintain a balanced budget.

REGISTRATION FEE

The registration fee of \$50.00 must accompany the Enrollment Form and is **Non-Refundable**. There is also a **Supply Fee** of \$30.00 due by the first day of school and on the first day of the Spring semester.

TUITION

Tuition is for *places reserved* for your child, not for periods of *attendance*. Your child's monthly tuition is calculated by the number of school weeks time the weekly rate and divided into 10 equal payments due August-May.

The monthly payment is due on the first of every month. Tuition is expected regardless of vacation or illness. In the event that a payment cannot be made on the first of the month, please contact the director to arrange a payment schedule. Please make checks payable to **FBC Academy**. Please write your child's name on the "memo" at the bottom of your check.

Pre K 2, 3 & 4	8:15-12:00	\$155.00/month
	8:15-2:00	\$220.00/month
	8:15-3:30	\$265.00/month
Kindergarten		\$175.00/month

DELINQUENT ACCOUNTS

If tuition for the current month is not paid by the first of the next month, it is considered thirty days past due and delinquent. If tuition becomes thirty days past due, the parent should contact the Director and set up a payment plan. If tuition becomes 45 days past due, your child will not be able to attend school until a payment plan has been established. If tuition becomes 60 days past due, your child will be withdrawn.

REFUNDS

Refunds of unused tuition shall be given only if two weeks notice of withdrawal has been given. No credit shall be given in cases of absences or illnesses.

STAY AND PLAY FEES

Extend care program is available 12:00-3:30 at the rate of \$4.00 per hour as needed for students who stay past their payment plan hours. This can be paid daily or you can be billed at the end of the month. Late Fees: A child not picked up by his assigned pick up plan will be charged a late fee at \$1.00 every 5 minutes.

SECTION 4

STUDENT CONDUCT AND DISCIPLINE

CODE OF CONDUCT

The purpose of our Academy is to provide children with quality care, education, and development to their greatest potential. These objectives can best be achieved in an environment which promotes cooperation and Christian conduct among students. Students are expected to behave in an appropriate manner and strive to be a good example of Christian boys and girls to the community

DISCIPLINE CODE

The goal of our discipline is to direct students toward acceptable behavior that helps develop self-control and to maintain the order necessary to accomplish the academic and social growth we desire. We do not see discipline as punishment but rather as correction.

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding
- (3) Directed toward teaching the child acceptable behavior and self-control

DISCIPLINARY ACTION

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- (2) Reminding a child of behavior expectations daily by using clear, positive statements
- (3) Redirecting behavior using positive statements
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment
- (2) Punishment associated with food, naps, or toilet training
- (3) Pinching, shaking, or biting a child
- (4) Hitting a child with a hand or instrument
- (5) Putting anything in or on a child's mouth
- (6) Humiliating, ridiculing, rejecting, or yelling at a child
- (7) Subjecting a child to harsh, abusive, or profane language
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Texas Administrative code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

SECTION 5

HEALTH, ILLNESS AND ACCIDENTS

We can accept only healthy children. WE ARE DEPENDING ON YOU TO HELP US MAINTAIN THIS POLICY.

COMMUNICABLE DISEASES

Symptoms such as severe cough, skin eruptions, sore throat, fever of 100 degrees, vomiting or diarrhea will necessitate our sending your child home. A sick child who is sent home may not return to school for **twenty-four (24) hours-one school day**- after the temperature has returned to normal. This is for the protection of your child as well as the other children.

Parents will be notified when a child has been exposed to a communicable disease within the Academy. Parents should likewise notify the school when children are exposed to a disease outside the Academy.

ILLNESS OR ACCIDENTS DURING SCHOOL

In case of accident or illness at school, we will immediately try to contact the parent and/or persons listed on the enrollment form. It is important that the Academy has current home and work phone numbers on file.

MEDICATIONS

ACADEMY PERSONNEL MAY NOT ADMINISTER ANY MEDICATIONS TO A CHILD. PLEASE DO NOT ASK YOUR CHILD'S TEACHER TO GIVE OVER-THE-COUNTER OR PRESCRIPTION MEDICATIONS. All medications must be given by the parent or arrangements must be made with the Director only.

Each staff person is trained to administer emergency first aid.

HEALTH RECORDS

Each child must have an emergency treatment authorization on file in the office giving physician, the parents' work numbers as well as persons who may be called if parents are unreachable.

IMMUNIZATIONS

Academy students must have a current shot record on file in the office. This is a requirement of the Texas Department of Health. Immunization records must be turned in to the Academy office within 15 days of enrollment. Failure to do so will result in the student not being allowed to attend school.

The immunizations required are:

1. DPT/DT
2. Polio
3. Measles (Rubella)
4. Mumps
5. Rubella
6. Hep B
7. Hib
8. Varicella (Chicken Pox)
9. Pneumonia (PCV)
10. Hep A

The Director will notify the parent when a child is due immunizations. **The parent will have approximately one month to obtain these immunizations and return verification of these immunizations in writing to the Academy Office.** Failure to comply by the deadline may require dismissal from the Academy.

Figure 25 TAC §97.221



Department of State Health Services Immunization Schedule - 2006

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	24 months	4-6 years	11-12 years	13-14 years	15 years	16-18 years
Hepatitis B ¹	HepB		HepB	HepB ¹	HepB			HepB Series							
Diphtheria, Tetanus, Pertussis ²			DTaP	DTaP	DTaP		DTaP			DTaP	Tdap		Tdap		
<i>Haemophilus influenzae</i> type b ³			Hib	Hib	Hib ³	Hib									
Inactivated Poliovirus			IPV	IPV	IPV					IPV					
Measles, Mumps, Rubella ⁴						MMR				MMR		MMR			
Varicella ⁵						Varicella						Varicella			
Meningococcal ⁶												MCV4		MCV4	
Pneumococcal ⁷			PCV	PCV	PCV	PCV				PCV			PPV		
Influenza ⁸					Influenza (Yearly)					Influenza (Yearly)					
Hepatitis A ⁹										HepA Series					

This schedule indicates the recommended ages for routine administration of currently licensed childhood vaccines for children through age 18 years. Any dose not given at the recommended age should be given at any subsequent visit when indicated and feasible. ■ Indicates age groups that warrant special effort to administer those vaccines not previously given.

VISION AND HEARING

All children four years old and older will have a vision/hearing screening during the first 1/4 of the school year.

SECTION 6

SCHOOL OPERATIONS

SCHOOL HOURS

The Academy follows closely with the Silsbee ISD calendar. We are in session mid August thru May. Holidays for the Academy will be provided to parents on a school calendar.

Academy hours are from 8:15 a.m. to 3:30 p.m. The doors will be opened at 8:00. Early Bird Drop Off program is available at 7:30 a.m. for \$1.00 a day.

The Pre K school day is 8:15-12:00, Monday -Thursday.

The Kindergarten school day is 8:15-2:00, Monday -Thursday.

There is no school on Friday.

DROP OFF/PICK UP

All Academy children are to be dropped off at the drive through. **Consistent and prompt attendance is advised. Please notify the office of tardies /absences.**

Children can be dismissed ONLY to those persons whose names appear on the enrollment form. Changes in this form must be given in writing to the Academy staff by the PARENT. Academy staff will ask to see a valid driver's license to verify identity of a pick up person other than the parent.

All children are to be called for at the drive through or the Director's office by the parent or an adult. Children cannot be released to siblings younger than 14 years of age. **The Academy has no legal authority to refuse either parent the right to have custody of their child unless this is COURT ORDERED and the ACADEMY HAS A COPY OF THE JUDGEMENT.**

CHAPEL

Students will attend chapel in the sanctuary on Wednesday for a short Bible lesson. Parents are welcome to attend.

PLEDGES

Students will be taught the pledges to the American flag, Texas flag, Christian flag and the Bible.

INCLEMENT WEATHER

Should the Silsbee Independent School District declare a closing due to INCLEMENT WEATHER (snow, ice), the Academy will close.

EVACUATION

The State requires us to have a designated location in case of the need to evacuate the school campus. The Academy would transport our students to the Silsbee High School gymnasium. The students can be safely contained and supervised there. The school is located on Hwy 327 near the Hwy 96 bypass. The phone number is 980-7800 Ext 4.

PARTIES

There are special occasions for parties throughout the year. Parents will be asked to help furnish various items and to help supervise the activities of the students. Birthday parties with refreshments (cookies/punch) are permissible if arrangements are made with the teacher in advance.

Invitations to parties will be distributed ONLY if there is one for each child (this eliminates hurt feelings!).

FIELD TRIPS

Notes giving details of the trip will be sent home with the child prior to the field trip. Parental permission is required in order for students to participate in the field trip. No student will be allowed to leave the campus without written permission of the parent/guardian. Transportation will be provided by the parents or employees of the Academy.

SNACKS

Snacks are available daily and planned with optimum dietary requirements in mind. Parents will provide snacks and drink for every student in the class for one full week on a rotating basis. The teacher will provide a snack schedule for the parents. **FOOD ALLERGIES SHOULD BE NOTED ON THE ENROLLMENT FORM AND ALSO VERBALIZED TO THE TEACHERS.**

LUNCH

Kindergarten and students that are participating in the extend session from 12:00-2:00 are required to bring a sack lunch.

PARENT VISITS

Parents are encouraged to attend and actively support planned activities. We know that parental participation is critical to the health and well-being of the Academy and the child.

Parents are always welcome and encouraged to drop in for informal visits with or without invitations. Please sign in at the Academy office.

PARENT-SCHOOL AGREEMENT

Parents are expected to support and uphold Academy policies. Without this cooperation and confirmation from the parents, a double standard exists between the home and Academy that is counterproductive to the students' development and Academy's effectiveness. If at any time misunderstandings develop between the Academy and the home, it becomes the obligation of both to resolve these in a Biblical fashion; that of going directly to the parties involved for clarification and explanation. The Academy confesses that although all teachers are chosen for their Christian commitment and high ideals, this does not make them immune from error. All suggestion and comments from parents will be examined fully, and are welcomed and encouraged for the overall strengthening of the Academy.

LICENSING

The First Baptist Academy is a child care facility operated by the First Baptist Church, a non-profit corporation. The school is licensed by the Department of Protective and Regulatory Services of the state of Texas. The current licensing report is posted in the office and available for parents review.

Licensing Contacts

The Protective and Regulatory Services website is: www.tdprs.state.tx.us. The Child Care Information number is 1-800-862-5252. The Child Abuse Hotline number is 1-800-252-5400. The Beaumont TDPRS office phone is 409-951-3308.