



FIRST BAPTIST  
WEEKDAY  
EDUCATION

**PRESCHOOL &  
KINDERGARTEN  
HANDBOOK  
2021-2022**



I want to welcome personally welcome you to the Kindergarten/Preschool Program of First Baptist Church Weekday Education. We are so grateful that you and your family have chosen to be a part of our family for the 2021-2022 school year. We look forward to getting to know your child throughout the year as we walk alongside you through this important time of educational development. Our goal is to partner with you in providing a safe, warm, and loving environment that nurtures the spiritual, mental, social, emotional, and physical development of each child.

This past year has brought several unique challenges to our community and our school. We realize as we look ahead to this next year that we must continue to remain flexible and as prepared as possible for a multitude of situations. Many plans have been made to provide each child a meaningful year of learning and enrichment. Our teachers and staff are so very excited to meet you and your families.

This handbook is an overview of our policies and procedures. We have done our best to plan for any number of scenarios as well as update some specific polices to reflect the unique circumstances of this past year. The information will be helpful as you prepare to begin a new school year. Please read it and keep it for future reference.

Feel free to contact me with any questions or concerns throughout the school year.

Grace and Peace,

A handwritten signature in cursive script that reads 'Martha Kate Hall'.

Martha Kate Hall  
Director of Weekday Education  
First Baptist Church of Augusta  
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## **Communication**

Communication between parents and teachers is very important. We want you to feel as if you can contact your child's teacher with any questions or concerns you may have. Please do keep in mind that while in the classroom, teachers are focusing on the students and not attending to their phone or email messages so we ask that if you have a message that you would like to get to a teacher quickly, call our office (706-731-5366) and leave a message.

Our school has two primary methods for parent/teacher contact, email, and Class Dojo. Each teacher in our program has an email address using the following format: `firstname.lastname@weekdayfbc.org`. Each student has been placed in a classroom on Class Dojo which will also allow for sharing of photos, school wide information, class updates and messaging your student's teacher.

You will also receive "Wednesday Wrap Up" communications from the director by email. Most weeks these email communications will provide updates and important information for the school. School wide information will often be shared on Class Dojo. If the school administration needs to notify parents of something quickly, we will communicate via text message through the ProCare system. Cell phone numbers and email addresses provided at the time of registration will be considered official means of contact unless additional methods are provided.

Teachers will schedule conferences during the spring to discuss your child's progress. If at any other time you would like to discuss your child's progress, please let the teacher know.

## **Transportation**

### **Arrival**

Preschool and Kindergarten students will participate in a drop-off carline. Please follow details provided at open house for morning carline. All children should exit onto the curb with adult assistance in front of the children's building. Staff members will be at the sidewalk from 8:50 a.m. until 9:10 a.m. to greet the children and to direct them into the buildings. Children arriving earlier than 8:50 should remain in the car until the staff member is on duty. Children arriving after 9:10 will need to be walked to the office in the Preschool building to be checked in. Never drop your child off and have them go to class if teachers are not present in a carline.

During the first week of school parents may walk their child **TO THE DOOR OF THEIR CLASSROOM.**

When you need to park, please use spaces in the center of the parking lot rather than those alongside the curb or under the covered drop off. Be sure to lock your car, and do not leave your valuables unattended. If you have children in MDO, you will need to drop off your preschooler, park, and then walk your child to the Mother's Day Out drop off.

We do ask that you have your child here on time so that they do not miss meaningful learning experiences and classroom schedules are not disrupted. If you know you will be late arriving (especially after 9:30), please notify the administration.

## **Dismissal**

Preschool Dismissal Carline will begin at 12:50 pm daily.

The K5 class will dismiss from the parking lot located behind the Walton Building. All K4 Classes will dismiss from the sidewalk in front of the Missions Activities Center. All K3 Classes will dismiss from the sidewalk between the Children's Building and the playground. Please review the carline map carefully as we will begin this process the first day of school.

Each Parent is given a car tag to hang on the rearview mirror of their vehicle. This **MUST** be visible when picking up your child. This helps those running car line to keep it going smoothly and adds a measure of security to pick up. If you need additional car tags, please let the office know.

If you have children in both Mother's Day Out and Preschool, please pick up your child from MDO then proceed to carline to pick up your preschooler. Please do not walk into carline to retrieve your child.

**If a parent is late in picking up a child, a late fee will be assessed after 10 minutes. The parent will be charged \$10 for the first 5 minutes he/she is late and \$1 for each additional minute. This late fee will be added to the child's tuition account in ProCare.**

## **Parking Lot Reminders**

**DO NOT PARK ALONG THE CURB IN THE MORNING OR AFTERNOON**

**Please always use extreme caution when in the parking lot.** Drive slowly. Look before merging into traffic, watching for cars and children. When walking children in, please hold their hands. Everyone's safety is our first concern.

If possible, refrain from being on the phone when dropping off and picking up your child. If you must be on the phone, please remember to remain hands free. Your complete attention to the situation at hand is compromised by the distraction of the phone. This is very important to our children's safety.

Be aware of cars dropping off children in front of the Children's Building (where staff will be standing for carline.) If you are walking your child up for drop off, please cross at the sidewalk by the playground. When you walk in the middle of carline, drivers are distracted by their children and may not see you.

Always walk a child across the parking lot for arrival or dismissal and do not let them go ahead. All children crossing travel paths must be accompanied (and held) by an adult.

## **Entry into the School**

At this time, no parents will be allowed to enter the school buildings. **Anyone arriving after 9:10 or before 12:30, must come to the automatic doors of the Preschool Building under the covered walkway to gain access.** This includes students whose class is in the children's building. All students should be checked in and out of the office, not through a teacher. A camera and intercom will allow us to see our visitors. Those arriving late or picking up early must have a valid excuse (i.e., doctor's appointment). If possible, please notify the office ahead of time, so we can be prepared to meet you.

## **Rainy Day Plans**

### **Arrival**

We will have carline if it is a drizzle or light rain. Have your child wear their rain clothes and use the regular arrival procedure. If it is heavy or steady rain, we will not have carline, and we ask that you bring children to the door closest to the parking lot side of their designated building with an umbrella to ensure that they are not beginning their day wet. A teacher will meet your child.

### **Dismissal**

All children will be dismissed from their rooms on rainy days. Please proceed to carline as normal and our staff will escort children one by one to the car. Please know this will take time so please be patient.

## **Authorization for Pick Up**

Only parents and those listed on the "Pick up and Release" form may pick up a child. If you have changes, please be sure to personally do this in the office. To ensure your child's safety, we will not take phone calls asking for changes in pick-ups. If someone on the pick-up list is coming for the first time and your child's teacher does not know them, let them know that they will need to show their driver's license as a form of identification before picking up. Let your child's teacher know by written note if your child's transportation will be different from the usual (and the person is on the pick-up and release form.)

Such notification is important so that the staff may act in the best interest of your child and his/her safety. In the event of a custody settlement, the ruling of the court will be followed as to who may pick up the child.

## **Lunch**

The children will eat lunch at school. Bringing lunch is a great social learning experience for the children as they sit and visit while they eat. Please prepare a simple, healthy, balanced lunch with a drink each day. Monitor what comes home in the lunch box so that you can see if too much is being packed, or if there are some foods that your child is not eating.

If the teacher has planned a cooking experience, she will notify you in advance. Any cooking experiences will be prepared and served only by the teacher. If teachers ask for donations of items, they should be store bought pre-packaged items. No items should be sent to school that have been prepared at home.

## **Birthdays**

We will be happy to celebrate your child's birthday in the classroom. Any treat shared with the class must be prepared in a commercial kitchen and arrive in the original packaging. Individually packaged items such as rice crispy treats or bagged cookies may also be sent. Please do not send any homemade treats. These can be dropped off in the office and we will deliver to your child's classroom. Non-edible treats are also welcome.

## **Food Allergies**

Currently, our program is not “peanut free.” However, if anyone in the classroom (child or teacher) has allergies that are so severe that having certain items in the classroom would be a risk for them, we will choose to ask that class to refrain from having those items in the classroom. Any allergies will also be posted in the classroom for substitutes and other visitors to be aware of.

## **Health and Safety**

If your child has a sore throat, fever (100 or above), chills, body aches, earache, excessively runny nose, runny nose with discoloration, cough, shortness of breath, etc., please keep him/her home. If children are experiencing symptoms or have been diagnosed with any of the following, they should remain home until a doctor advises they are able to return to school: cold, flu, strep throat, hand foot and mouth, pink eye, COVID-19, or any other contagious illness. Also, if your child is diagnosed with one of these contagious illnesses, please notify the school so proper action can be taken. If a child begins to develop symptoms of illness during the school day, he/she will be brought to the office and a parent will be contacted.

**\*\*Children should not return to school until 48 hours following fever, vomiting, diarrhea, and other infectious diseases. Children should be fever free without medication for the full 48 hours. Please continue to monitor guidelines as related to specific health within our community.**

Make sure your child has had all the necessary immunizations and that we have a current copy of all immunization forms. Child Care Immunization Certificates 3231 are required. Form 3300 (eye, ear, dental) is required also for the K4 and K5 classes. These are needed by September 1.

Please advise us of any allergies your child may have. Send written instructions if special attention is needed. Medications will not be administered at school (except for an epi-pen or an inhaler). Please inform the teachers of changes to emergency numbers and people we can contact should the need arise.

## **School Closings**

We will follow the ruling of the Columbia County School system for inclement weather closings. Text message and email notifications will also be sent when possible, to notify parents of closings.

Should a class or the school close due to illness, tuition will continue to be collected during temporary closure as learn from home materials are provided. The FBC Weekday program will continue to make the best decisions possible based on the health and wellbeing of its students and staff.

## **Tuition**

A billing statement will be sent by email on the 25<sup>th</sup> of each month, and payments are due on or before the 1<sup>st</sup>. Tuition adjustments will not be made for absenteeism regardless of the reason. A LATE FEE OF \$15 will be added to your account if the payment is made after the 1<sup>st</sup> of the month. If the balance has not been paid by the 15<sup>th</sup> of the month an additional \$25 late fee will be added.

You may always access your account balance and make payments through [www.myprocare.com](http://www.myprocare.com). You will need to sign in with your email address and create a password. Payments may be made through automatic drafts or by credit card. If you choose to use a credit card, there will be a 2.75% convenience fee added. (We are also able to process credit cards in the office as well.)

If you plan to write a check, please put it in an envelope with your child's name on the outside and send it to school in your child's folder. Your child's teacher will turn it into the office. A drop box is available outside the automatic doors. You may write one check regardless of how many children you have in the program (and whether they are in MDO or Preschool).

If for any reason your child must withdraw, one month's notice is required, and tuition must be paid for that month.

There is a multiple child discount for those with more than one child in the weekday program. Any additional child, after the first child, will receive a 10% discount. A one-time discount will be offered for anyone choosing to enroll in autopay or for anyone who chooses to pay in full at the beginning of the year. Details about these discounts will be provided at open house.

## **Show and Tell**

When your child's class is having Show and Tell, please consider the theme for the week and/or what is requested from the teacher. Please refrain from sending videos, guns, knives, etc. Show and Tell items will only be handled by the child who is bringing the item and not shared with anyone else in the classroom.



## **Substitutes**

Substitute teachers are employed by the school when a staff member is absent. Many of our substitutes are or have been parents of children in our school. If you are interested in being placed on our substitute list, please let your child's teacher or the director know. Applications are available in the office. Substitutes must undergo the same screening process as our teachers.

## **Discipline**

Cooperative behavior is reinforced with positive praise. Uncooperative behavior is discussed with the student, and reminders are given as a chance to make corrections. If this does not correct the situation, then a minute per child's age "time out" is used with discussion and appropriate measures taken, i.e. – apologize, re-establish a relationship, take care of the neglected task, etc. If repeated time outs are ineffective, the teacher may solicit the help of the Director or Assistant Director. We will discuss ways the school and the parents may work together to reinforce positive behavior. Corporal punishment is never used.

Discipline Plan – In the event discipline of a child is merited, the following steps will be taken:

1. Talking with the child.
2. Removing the child from the activity and/or redirecting to another activity/
3. Isolating the child from the other children, such as putting them in a chair alone. Children will never be placed out of sight of the staff.
4. Contacting parents.
5. Removing the child from the classroom and taking the child to the office to talk with the director.
6. Contacting parents and requiring a conference to discuss a plan of action followed by both the program and the parents.
7. Removing the child from the program.

## **Enrollment Policy**

When enrolled at FBC, a child is encouraged to attend regularly unless prevented by illness. We also ask that children arrive on time so that they do not miss important educational experiences or disrupt the schedule of the class. A record of kindergarten attendance is often requested by the school your child will attend for first grade.

## **Statement of Acceptance**

The Weekday Education Ministry reserves the right to refuse an applicant we discern is not suitable for our program, to decline admission when we are not able to meet the special needs of a child, or to make exceptions to the “first come” policy when special situations arise. By way of example, such refusal may be for anticipated disruption in the school due to discipline issues or when we believe that we do not have the adequate resources to serve a child with special needs appropriately.

## **Statement of Dismissal**

The Weekday Education Ministry reserves the right to dismiss any student when it discerns that continued enrollment in the program is disruptive to the school, other students, or is incompatible with the school’s mission. Such reasons may include but are not limited to violation of classroom behavioral guidelines and expectations either of a serious or continual nature; failure of parents or guardians to adhere to school terms and policies; misrepresentations or omissions by parents or guardians on enrollment forms or in other interactions with the school personnel; failure to pay tuition in a timely manner, and the school’s inability to meet the special needs of the student.

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