



Parent Handbook

“And the child grew and became strong in spirit, filled with wisdom; and the grace of God was upon Him.” ~ Luke 2:40

Our Mission...

It is the mission of Hendersonville First Baptist Academy to extend the ministry and outreach of the church to preschoolers and their families through a developmentally appropriate early childhood program. The Academy seeks to develop the whole child spiritually, intellectually, physically, emotionally, and socially. This ministry welcomes all children regardless of race, gender, ability, or religious beliefs. It is our sincere desire to strengthen families and provide positive guidance by teaching Christian values for a sound spiritual foundation.

Curriculum—

We use curriculum from Frog Street Press and Starfall Education. We present all teaching from a biblical world view. Our curriculum is designed to help children develop in all areas of their lives: academically, physically, mentally, emotionally, socially and spiritually. It is appropriately designed to fit the stage of development for each age group.

It is our belief that children learn best through hands-on activities. Lessons are built around play and experiential learning. A love and appreciation for God, Christ, and the things that God has made are stressed through appropriate activities. Eight general subject areas are used for teaching the Bible to preschoolers: God, Jesus, Self, Natural World, Bible, Others, Family and Church. Teachers are required to submit weekly lesson plans and are supervised by the Director.

Our Staff—

All teachers are experienced in working with preschoolers, have North Carolina Early Childhood credentials or higher, and are trained in emergency first aid and CPR. Teachers are required to participate in 15 hours of professional development opportunities each year, as well as on-going in-service training. All staff members have been screened through a criminal background check. Teachers have been chosen because of their education, experience, Christian maturity, warmth and nurturing skills. They have many insights into communicating with young parents and are ready to listen and share.

Class Assignments—

Class assignments are based on the child's age as of August 31st of the year of entry (December 31st for TK) and developmental readiness. Age, readiness, and teacher recommendations determine groupings. Parents are permitted to express a teacher preference, but there is no guarantee that the child will be placed in a particular classroom or with a friend.

Clothing—

Children should wear clothing that enables them to play outside when weather permits. Comfortable, washable play clothes are recommended. Tennis shoes are preferred (and required on Ready Set Go days). Please provide a seasonal change of clothing labeled with your child's name.

General Policies—

- First Baptist Academy opens at 8:20am. Teachers will begin receiving children at that time. Please do not bring your children before 8:20am. Our teachers need an appropriate amount of time to prepare for the morning.
- All preschool children should go directly to their rooms upon arrival. Consistent and prompt attendance is advised. Please notify the office of tardiness, absences, and early dismissals.
- Children can be dismissed only to those persons whose names appear on the enrollment form. All changes must be given in writing to the office. Children cannot be released to siblings younger than 18 years of age. Parents are requested to come to the office for early dismissal.
- First Baptist Academy has no legal authority to refuse either parent the right to have custody of their child unless there is a court order and the school has a copy of the judgment on file. Non-custodial parents need to arrange visitation during non-school hours. First Baptist Academy shall not serve as neutral territory for visitation.
- Periodic parent/teacher conferences may be requested to better communicate with parents. It is best not to discuss issues in front of your child; therefore, children should not attend. Conferences are best held during previously arranged times and not at the beginning of the scheduled class time or during dismissal. Please send a note or request a phone call from your child's teacher if you wish to discuss an issue.
- Parents are always welcome and encouraged to drop in for informal visits or to volunteer in their child's classroom. Please check-in at the office first.
- Please send a healthy snack, in a lunch box, for your child each day. Suggestions are listed in the back of this handbook.
- Simple birthday celebrations are permissible, if arrangements are made in advance with your child's classroom teacher. Invitations to parties outside of school will gladly be distributed if there is one for each child in the classroom.
- Toys and unnecessary items from home should be left at home, unless it for show-n-tell as planned by the teacher. Valuable items and toy weapons are not allowed. Please do not send show-n-tell items in glass jars. The school will make every effort to safeguard personal belongings brought by the children, but shall not be responsible for lost or broken items.
- The staff must, by State Penal Code, report any suspected child abuse, sexual or otherwise, neglect or endangerment of which they are aware.
- Students must be fully potty-trained. Our classrooms are not set up for diaper changing. We can certainly handle the occasional accident, but will need to call you if accidents become routine. Bathrooms are located in each classroom and students are free to use them anytime they need to. Please communicate, to your child's teacher, any thoughts or concerns about your child's bathroom needs.

Security—

We take the security and safety of our students and staff very seriously. First Baptist Academy has an open door policy for parents. We welcome and invite you to participate in your child's class. But, for the safety of your child, the doors to the building will be locked and monitored each morning after drop off. All other doors entering the church are locked as well. If you arrive after 8:40, press the intercom button by the door and speak to security to enter the building. All visitors are required to check-in at the office. Classroom doors are also locked. Please knock and wait for a teacher to answer.

Be sure to keep us informed of any changes to personal information such as phone numbers, physical address and email address. We will use this information to contact you in case of an emergency. If you need to add or delete people on your child's authorized pick-up list, you will need to do so in the Academy office.

Arrival and Dismissal—

Arrival—

Drop-off for all children will be under the covered drive-through in the 4th Avenue parking lot. They will enter through the ground floor of the Children's Building. From 8:20-8:40 each morning, a staff member will greet and escort your child into the building. Staff members will be stationed in the stairwell and hallways to guide your child to his or her classroom. You are welcome to walk your child to their classroom if you'd like. To build independence, please use the drop-off option as soon as your child is ready. **If you arrive after 8:40, you must park and walk your child to their classroom.** Class activities and learning start at the beginning of the school day. It is important to arrive on-time!

Dismissal—

The dismissal schedule is staggered according to age. You will be given a folder with your child's name and class on it. Please help us by displaying the folder clearly by sliding the folder over the passenger-side visor and pushing the visor against the windshield. If you have children in two or more age groups, pick up the younger child first, then go through the line again for the older child. You may be asked to go around the block to keep the line flowing smoothly.

If someone different is picking up your child, please plan ahead by sending a note or calling the office well in advance of dismissal. Also, remember that they should be listed as an authorized person to call for your child and will be asked to present an I.D.

Our teachers work very hard to prepare for class each day. Preparations for the next day starts once school dismisses. **Please make sure you arrive on-time to pick up your child.** We realize that unexpected delays happen, but they should be rare. Be sure to call the Academy office if you will be late. A late pick-up fee may be assessed for excessive late pick-ups.

Health/Illness/Accidents—

Symptoms such as a cold with fever, severe cough, skin eruptions, sore throat, fever of 100 degrees, vomiting and/or diarrhea are cause to keep your child at home. If symptoms arise during school, a parent or caregiver will be notified to pick up the child. An ill child will be isolated and given appropriate care until a parent arrives. Please help us to maintain a healthy school environment by monitoring your child and keeping him or her at home in case of illness.

A sick child who is sent home may return to school 24 hours after he or she is free of all symptoms. Readmission of a child recovered from a communicable disease or disability will be upon written approval of the child's physician. Parents will be notified when a child has been exposed to a communicable disease within the school. In turn, parents should notify the school when children are exposed to an illness outside of the school.

Academy staff members are trained to administer emergency first aid and CPR. In case of an accident or sudden illness, a staff member will give appropriate first aid to an injured child, and the parent or guardian will be contacted. If it is the judgment of the school that the injury is an emergency, paramedics will be summoned and the parents notified. Each child must have an emergency treatment authorization on file.

No staff member may administer any medications to a child. Please do not ask your child's teacher to give over-the-counter or prescription medication.

All children enrolled are required to have a birth certificate, medical exam and current immunizations on file. Changes in a child's physical condition must be reported in writing. All medical information is considered confidential.

School Closing Information—

If ALL Henderson County Public schools are:

- **Closed**, the Academy is **closed**.
- **Delayed 1 hour**, the Academy will begin receiving children at 9:20 and will dismiss all children at 12:00 noon.
- **Delayed 2 hours**, we will begin receiving students at 10:20 am and dismiss 1 hour later than normal. Lunch will not be provided.
- **Delayed 3 hours**, the Academy is **closed**.
- **Dismissed early**, the Academy will be open until all children are picked up, or until regular dismissal time.

We will announce school closing/delay information on:

- * Local TV/WLOS-13. We are listed as *Hendersonville First Baptist Academy*. You can sign up for text alerts on the WLOS website. Choose "Private Schools" then check "Hendersonville First Baptist Academy".
- * Our Facebook page
- * The First Baptist Church website—fbchnc.org

We will attempt to make up snow days (maximum of 5) if possible. **Snow make-up day schedule will be determined by March 31st of each school year.**

Tuition—

Tuition reserves a place for your child and is not determined by days of attendance. Your child may only attend on his/her assigned days. Adjustments cannot be made due to illnesses or snow days. First Baptist Academy is not subject to the North Carolina public school's 180 day rule.

Tuition is due the 10th of each month. An envelope will be sent monthly to each family. Tuition may be paid in the following ways:

- Check—made out to FBA or First Baptist Academy
- Cash—must be delivered, by an adult, to the Academy office

Tuition not paid by the 10th is considered past due. A **\$10.00** late fee will be assessed after the 15th of each month. Any account two months past due is subject to dismissal of student. Please contact the director when financial difficulties arise. If an account is past due at year's end and no payment plan has been established, we will not be able to hold the student registration space for the following year. There is a charge of **\$25.00** on all returned checks. A year-end statement will be given upon request for tax purposes.

Please mail or deliver payments directly to the school office. If there is no one in the office, please use the drop box in the office door. You may leave cash in the drop box at your own risk.

A *non-refundable* registration fee is to be paid upon enrollment. Limited tuition assistance is available through our Financial Assistance Fund. Applications are available from the office during school-wide registration. The deadline for the application is set at the end of April (date will be specified each year). Applications cannot be accepted past the deadline. All Financial Assistance applicants are responsible for the full registration fee.

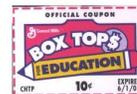
Parent Communication & Involvement—

We strive to keep you informed of school activities and events. The main way we do this is through an app/website called Remind. Remind is a safe and secure format for us to share information, pictures, calendars, volunteer opportunities, etc. It also reduces the amount of paper notes we send home. If you have a smart phone, please download the free Remind app to be able to utilize the full program. If you do not have a smartphone, you will be able to access your child's information from a computer or can receive text messages on your cell phone. Details of Remind will be sent home in a separate letter.



We invite you to volunteer in your child's classroom and in schoolwide activities. Volunteering is a great way to get involved with our school and to meet other parents. While we value your help, volunteering in your child's classroom may not always be what's best for your child. We will address those type of situations as they arise and ask for your understanding and cooperation.

You can also assist our school by cutting out and turning in Box Tops. Please put the Box Tops in a Ziploc bag and send with your child or turn them in at the Academy office. Another way to help is to link your Ingles Advantage Card to our school. Go to www.inglestoolsforschools.com and follow the instructions. Our school code is 11011. You must relink your card each September.



Behavior Management—

We have found praise, redirection, and positive reinforcement to be effective methods of behavior management. We strive to stay consistent and loving in our interactions with our students while helping them learn self-control, sharing, kindness, manners, etc. Here are some methods we find helpful:

- Giving choices throughout the day and reinforcing positive social behavior
- Providing a wide variety of sensor-motor experiences (i.e. finger painting, play-dough, etc.)
- Providing several different activities and toys that respond to children's actions
- Giving children many opportunities to interact with each other. Special guidance will be given to insure positive interactions
- Watching for signs of rising frustration and anger
- Giving children LOTS of attention throughout the day
- Modeling loving, supporting behavior. Offering children positive alternatives for negative behavior

Biting sometimes occurs in a group setting of children. We find that it is best to focus our energies on prevention. The staff of First Baptist Academy Ministries will be loving, yet firm with children who bite.

If you have any question or concerns about your child's experience at the Academy, please don't hesitate to talk to your child's teacher and/or the Director.

Withdrawal from the Academy—

If you need to withdraw your child, please provide written notice as far in advance as possible. Tuition will continue to be charged until such written notice is received. All balances will need to be cleared upon withdrawal.

The Academy may discontinue a child's enrollment if the parent fails to keep current physical and immunization records, the child is continuously absent or late without sufficient reason or notice, or habitual abuse of the program policies occur.

Helpful Tips—

The beginning of school can be an exciting, but difficult time for a young child and mom and dad. Your 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 normal! Most children have little difficulty adjusting to school if a few suggestions are followed:

- Bring your child to open house at the beginning of the school year.
- Allow your child to bring something personal in the classroom for identifying on the first day of attendance.
- Encourage your child to play upon arrival. Sometimes it is helpful if the parent arrives early enough to play in an activity center or read a short book before leaving.
- Once it is time to leave, give your child a hug and say it's time to leave and that you will be back. It is important that you leave without temptation of staying if your child begins to cry.
- It is desirable that parents not stand at the door or window with an expectation that the child will cry. Children will feel this apprehension and respond as the parent fears.
- Generally, young children adapt to a new routine within 10 school days. Children attending only two days may take a little longer to adjust.
- Sometimes it is helpful if a non-parent brings the child to school if difficulty continues with separation.
- Your child may need extra personal time and more physical contact in the form of hugs, kisses and rocking during the evenings of the first days of a new routine.



Snack Suggestions—

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| 100% fruit juice | applesauce | yogurt |
| milk | muffins | rice cakes |
| water | Goldfish crackers | dried fruit |
| whole grain crackers | graham crackers | pudding |
| cheese | fresh fruit (cut up) | granola bars* |
| dry cereal | 1/2 sandwich | pretzels |
| veggies w/ dip | mini bagel & cream cheese | |

Avoid foods that are known choking hazards.

*You will be notified if your child has a classmate with a peanut allergy and informed of the severity. If the allergy is severe, you will be asked to refrain from sending snacks containing peanuts and peanut butter. While we try to be a peanut-safe facility, given the various activities and groups of people that use our building on a regular basis, we cannot guarantee a peanut-free facility.



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