



STUDENT HANDBOOK

2018 - 2019

Mission Statement

The mission of First Baptist Church Kindergarten is to provide a Christian environment that focuses on the developmental progress of each unique child and encourages discovery in a classroom rich with play, math, and science concepts.

WELCOME TO FIRST BAPTIST CHURCH KINDERGARTEN OF LAURENS

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DAILY SCHEDULE FOR STUDENTS

MMO, 2K, 3K, & 4K

8:15am – 8:30am _____ Arrival

12:15pm – 12:30pm _____ Dismissal

****All children must be picked up by the end of dismissal time each day or a fee of \$5.00 will be charged for each additional five (5) minutes after dismissal time. Please contact your child's teacher or the Director if your child is going to be picked up late.**

ARRIVAL & DISMISSAL

Students should be dropped off & picked up on the Sitgreaves St. side of the Church at the last set of doors (FLC). Please wait in line, in your car, and allow teachers to get your child out of the car during arrival and let them put your child in the car during dismissal. This makes for a smoother car line flow and an easier transition for the children.

TARDINESS

The first few minutes of class set the tone for the preschoolers day. If your child is tardy, it will be necessary for you to enter through the office doors, have the office staff let you into the kindergarten wing and walk them to their mom. There will be no teachers at the FLC doors after Arrival Time has ended.

INCLEMENT WEATHER

In the event of inclement weather, FBC Kindergarten follows the same procedures as Laurens District 55 Schools.

1 hour delay: Students report from 9:15-12:15 (drop off begins at 9:15, pick up begins at 12:15)

2 hour delay: Students report from 10:15- 12:15 (drop off begins at 10:15, pick up begins at 12:15)

Cancellation: FBCK Closed

Make-Up Days: To be determined by the Director and Weekday Education Committee (due to the design of our Kindergarten program and the number of classes and days offered, a decision will be made based on what day the cancellation affects and if a make-up day is necessary). If no make-up day is needed, the day will become a student holiday.

CONFERENCES

Parents are encouraged to visit your child's classroom: however, it is appreciated if you notify the Director or teacher when you will be visiting. If you need to discuss something with the teacher, we ask that you do that at the end of the school day or schedule a conference time. If you need to talk during the car line, please pull down to allow others to load or unload children. Parent-Teacher conferences may be scheduled throughout the year. All talks with the Director or teacher are to be with the parents only, not in the presence of the child.

RELEASING STUDENTS FROM SCHOOL/MESSAGES

For any change in the daily routine, parents are asked to write a note and place in your child's folder or call or text your child's teacher or the Director. For instance, if your child is to ride home with another parent, please write a note. We cannot depend on your child's interpretation of your instructions. Safety for the children in our program is of great concern to us. Our mutual cooperation will make this a stimulating and rewarding year for your child. Children are only released to adults authorized by parents on the Pick-Up Authorization Form.

INSURANCE

Accident insurance is required and already covered under the registration fee. It will cover the child during Kindergarten hours and on field trips.

CLOTHING

Students need to wear clothes that are comfortable, washable and appropriate for the season and the day. Unless it is raining or below 40 degrees you can assume your child will be outside to play during part of the day. Please help us identify your child's clothing by writing the child's name on his or her items (ex. coats, hats, gloves, etc.). Teachers cannot be responsible for locating misplaced or lost articles that are not labeled. We recommend a closed-toe shoe on the playground for safety and comfort while playing outside. You may wish to send sneakers for outside play if your child is wearing sandals or flip flops in the building. 2K, 3K & 4K students are asked to wear sneakers on their PE day.

SHOW AND TELL

Sharing with others is an important part of the child's development. At the teacher's discretion, your child may bring educational toys and books to share with his/her classmates. Please encourage him to bring one item that will enhance the theme being studied. Clearly mark the item with the child's name please.

CURRICULUM

FBC Kindergarten is a Christian school. We place emphasis on helping a child develop spiritually, mentally, socially, and emotionally. Our teachers use a variety of resources for lesson planning that are designed to be appropriate for the age level being taught. Children are encouraged to interact with the classroom environment through home living, blocks, art, music, math, science and manipulatives. Our staff works hard to make sure that the foundations are in place to give children skills needed as more challenging and difficult work presents itself.

Your child's teacher will communicate with you through a weekly newsletter, monthly and/or yearly calendar about themes or activities. Check your child's book bag for this information. You can be involved in the learning process and reinforce at home what is happening at kindergarten.

SCHOOL POLICIES

ADMISSION POLICY

Children must be the appropriate age on or before September 1st for 2K, 3K, and 4K classes.

All four year olds are required to be potty trained.

FEES and TUITION

- The \$100 Registration Fee is non-refundable and should accompany the registration form to insure your child's spot in the program.
- A \$35 Supply/Activity Fee will be due with the first month's tuition and will be used for supplies, snacks, field trips, etc.
- TUITION is due and payable on the first of each month, with the exception of September. September tuition and the Supply/Activity fee are due August 1, 2018. Once you have paid the September tuition by August 1, tuition will not be due again until October 1.

Make **checks** payable to FIRST BAPTIST CHURCH KINDERGARTEN or FBCK. Checks are to be placed in the tuition envelope provided and in your child's folder in their backpack. **NO cash payments** please, since receipts cannot be written immediately. Tuition is tax-deductible. You will receive a statement, upon request, reflecting the amount you have paid for the calendar year. **A late fee of \$10 is assessed after the 10th of the month if tuition has not been received by then. If tuition is not paid by the 15th of the month, the late fee increases to \$25.** If tuition becomes more than two months delinquent, the Director reserves the right to dismiss your child from our program. We understand sickness and vacations arise; however, tuition is still due on the 1st of each month. Please plan accordingly. **In the event that a check is returned to First Baptist Church Kindergarten due to insufficient funds (NSF), tuition plus a \$35 NSF fee will need to be paid in cash to First Baptist Church Kindergarten promptly.**

<u>CLASS</u>	<u>DAYS</u>	<u>TUITION</u>
MMO	Tuesday & Thursday	\$140
2K, 3K, & 4K	Monday, Wednesday, & Friday	\$175
2K, 3K & 4K	Monday - Friday	\$250

*If you are enrolling more than one child, the second child receives a 15% discount in tuition.

BEHAVIOR

We expect the very best out of our students. We will not tolerate *any* aggressive or disruptive behavior that detracts from the learning of others. If this behavior occurs however, the consequences will be as follows:

1. Warning from the Teacher
2. Time Out
3. Teacher Conference with Parent
4. Conference with Kindergarten Director, Teacher & Parent
5. Other actions taken, which could include dismissal from the program

*Note: Toy weapons, guns, holsters, knives, or any sharp pointed instruments should not be brought to school. If brought to school, these items will be taken and given to the parent at the end of school.

HEALTH REQUIREMENTS

All children in our program are required to provide an updated immunization record. This is due during the first month of school and should remain current throughout the school year.

In an effort to decrease the spread of contagious illness at school, please follow the following procedures if you feel your child is unwell:

- If your child has a **fever**, they must be fever free for 24 hours before returning to school (this means without the use of fever reducing medication). Fever is defined as a temperature of 100.4 or greater.
- If your child has **diarrhea**, they must be diarrhea free for 24 hours before returning to school (this means without the use of diarrhea suppressing medication). Diarrhea is defined as 3 or more episodes of loose stools in a 24 hour period.
- A child must not come to school if **vomiting** occurs at all within a 24 hour period. A student should have 1 or 2 meals without vomiting before returning to school.
- If your child should develop a contagious disease, notify the Director.

At the beginning of each school year, we send home The DHEC School and Childcare Exclusion List. We ask that you please follow this guide when determining if your child should stay home from school or not in addition to what we have listed above. We strive to keep sickness at a minimum and our facilities as clean as possible.

LAURENS FIRST BAPTIST CHURCH KINDERGARTEN
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KINDERGARTEN STAFF

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CHURCH STAFF

Rev. Rickey Letson, Senior Minister
Rev. Tommy Cox, Minister of Education
Rev. Adair Rogers, Minister of Music & Senior Adults
Rev. Carl Tolbert, Minister of Youth & Recreation
Elizabeth Franklin, Director of Children's Ministry & Kindergarten
Claire Pratt, Church Administrator
Tana Adams, Ministers' Secretary
Lucy Crowder, Financial Secretary

Church Office Hours:

Monday-Thursday 8:30am - 4:30pm; Friday 8:30am - 1:00pm