

# PARENT HANDBOOK



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

## **First Baptist Academy**

Revised 2017

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# TABLE OF CONTENTS

	Page
<b>SECTION 1</b>	<b>GENERAL POLICIES AND STATEMENT</b>
A.	Our Program .....4
B.	Our Mission.....4
C.	Our Curriculum .....4
D.	Our Staff .....5
E.	Our Facilities .....5
F.	Clothing .....5
G.	Parent and Teacher Conferences .....6
H.	Separation From The Parent .....6
<b>SECTION 2</b>	<b>ADMISSIONS POLICY</b>
A.	Enrollment.....7
B.	Nursery.....7
C.	Age Requirements .....7
D.	Priorities .....7
E.	Termination of Agreement.....8
F.	Parental Notifications/Policy Changes.....8
<b>SECTION 3</b>	<b>FINANCIAL POLICY</b>
A.	Registration Fee .....9
B.	Tuition .....9
C.	Delinquent Accounts.....9
D.	Refunds .....9
E.	Stay And Play Fees .....9
<b>SECTION 4</b>	<b>STUDENT CONDUCT AND DISCIPLINE</b>
A.	Code Of Conduct ..... 10
B.	Discipline Code ..... 10
C.	Disciplinary Action..... 10

**SECTION 5 HEALTH, ILLNESSES AND ACCIDENTS**

A. Communicable Diseases .....11  
B. Lice.....11  
C. Illness or Accidents During School..... 11  
D. Medications .....11  
E. Health Records.....11  
F. Immunizations .....11  
G. Vision and Hearing ..... 12  
H. Breastfeeding..... 12  
I. First Aid Procedures.....12

**SECTION 6 SCHOOL OPERATIONS**

A. School Hours ..... 13  
B. Drop Off / Pick Up ..... 13  
C. Chapel..... 13  
D. Pledges..... 13  
E. Inclement Weather ..... 13  
F. Evacuation/Emergency..... 13  
G. Parties..... 14  
H. Field Trips ..... 14  
I. Snacks..... 14  
J. Lunch..... 14  
K. Parent Visits ..... 14  
L. Parent-School Agreement ..... 14  
M. Licensing ..... 15  
N. Child Abuse Training ..... 15

**SECTION 1**  
**GENERAL POLICIES AND STATEMENT**

**OUR PROGRAM**

The First Baptist Academy provides a program of preschool classes for two and a half through five-year olds. The Academy is administered by the Director who reports to the church Administrator and a church Academy committee. Each member of the Academy teaching staff is an experienced teacher who possesses the competency and understanding essential in teaching young children as well as the basic love for preschool children. Each teacher receives a minimum of 24 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 or she were one of our own, for he or she 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 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, 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 hands-on activities, lessons are built around play and experiential learning. We believe that a child absorbs his concept of God from Scripture, 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 facets of his life...physically, mentally, emotionally, socially, and spiritually.

Our curriculum is theme based and has a unique, innovative, and balanced approach that offers a teaching framework that allows teachers to easily adapt each lesson to meet the individual needs of each student. We also include Bible stories that tie into the lessons of the month. 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 ministries of the church. 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 outdoor 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 and shoes that tie are preferred. 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 with 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 Academy 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 concerns over or about 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**

### **ENROLLMENT**

Your child is considered enrolled when the Academy receives their application and **NON-REFUNDABLE** registration fee. Applications can be picked up at FBC, mailed, or downloaded online at [www.fbcacademy.net](http://www.fbcacademy.net).

### **NURSERY**

The practice of having a nursery available during First Baptist Academy Day School operational hours is primarily to meet a need of our employed and volunteer Day School workers. At various times, there are a few openings which become available (our goal is to maintain a maximum of a 1/3 worker/child ratio). Once our staff has been obtained (or two weeks prior to the start of school), we are then able to make announcement of how many nursery-age (birth-2.5 years of age) positions are available to accept.

We will then use the following criteria in making decisions on filling the vacancies to the best of our abilities:

1. Employees and volunteers with nursery-age children
2. Families with sibling students enrolled
3. Ministry opportunities as determined by the First Baptist Academy leadership

(Please note: the First Baptist Academy requires that you complete a Day School application according to our registration policy, however, the completion of an application does not guarantee acceptance or admittance. We apologize that we cannot give a more definite response farther in advance of the school year – our primary focus is operating a Day School for children 2.5 years of age through Kindergarten.)

### **AGE REQUIREMENTS**

Pre K 2-A child entering Pre K 2 must be two and one half 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. Students whose families are members of First Baptist Church of Silsbee.
2. Families that presently have a student enrolled.
3. Families that have had a student enrolled in the past.

### **TERMINATION OF ENROLLMENT**

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

1. The child's account is allowed to become delinquent.
2. Failure of the parent/guardian to honor the obligations listed on the enrollment form or any rules, regulations, or manuals provided by the Academy.
3. The Academy determines that it is unable to meet the needs of the child.
4. 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.
5. Failure of the child's parent/guardian to cooperate with the Academy is serious enough to warrant termination.
6. The school year has come to an end.
7. Death of the child.
8. Serious illness of the child preventing attendance.

### **PARENTAL NOTIFICATIONS/POLICY CHANGES**

Parents will be notified in writing of any policy changes and the Handbook will be updated online.

## 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 ministry budget.

### **REGISTRATION FEE**

The registration fee must accompany the Enrollment Form and is **Non-Refundable**. A **Supply Fee** is due by August 5 and again January 5.

### **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 9 equal payments due Sept-May.

The monthly tuition payment is due on the fifth of every month. Tuition is expected regardless of vacation or illness. In the event that a payment cannot be made on the fifth 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. Online payments may be arranged through the Church office. Late fees are assessed after the 15<sup>th</sup> day of each month.

### **DELINQUENT ACCOUNTS**

If tuition for the current month is not paid by the fifth 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 Academy office and set up a payment plan. If no payment plan is established and kept current, your child will be unenrolled.

### **REFUNDS**

Refunds of unused tuition shall be considered only if at least 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 is also available on an as needed basis for an added fee. Any hour outside of your plan time is considered an as needed basis. Early drop off is available. Contact office for details.

Any child not picked up by their plan time will be charged a late fee for every 5 minutes. Please notify the office as soon as possible if you are going to be late.

## **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 Christ-honoring conduct among students. Students are expected to behave in an appropriate manner.

### **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 spiritual, mental, physical, emotional, and social growth we desire. We do not see discipline as punishment but rather as positive correction.

Discipline must be:

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

### **DISCIPLINARY ACTION**

A teacher 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's activity, as 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

The Academy Director or Designee will contact the *parent* if there are any behavioral issues to be discussed. If the child continues in behaviors that are unacceptable to the Academy, next the child will be assigned a discipline management plan. This plan will be decided first upon by the director and teachers of the student in a cooperative effort. If unacceptable behavior continues, the Director will call a meeting with parents and Academy administrator to decide on discipline plan. The Academy reserves the right to unenroll a student if necessary.

**SECTION 5**  
**HEALTH, ILLNESS, AND ACCIDENTS**

**COMMUNICABLE DISEASES**

Symptoms such as severe cough, skin eruptions, sore throat, fever of 100 degrees or higher, 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**. If a child has fever, this period begins 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.

**LICE**

If lice are found, that student is sent home immediately for treatment. The nits (eggs) have to be removed entirely before the student can return to school. Upon returning to school, he/she will be examined and if 1 nit is found the child will be sent home.

**ILLNESS OR ACCIDENTS DURING SCHOOL HOURS**

In case of accident or illness while in school, we will contact the parent and/or persons listed on the enrollment form. It is important that the Academy has current contact information.

**MEDICATIONS**

**TEACHERS MAY NOT ADMINISTER ANY MEDICATIONS.** Medication authorization forms are available in the Academy office. The Director or Designee is responsible for administering medications.

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' contact numbers as well as persons who may be contacted 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.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months	None	None	None	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses <sup>1</sup>	3 Doses <sup>2</sup>	None	None	None
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	None
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	None
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	2 Doses <sup>3</sup>

**The parent will have approximately one month to obtain these immunizations and return verification of these immunizations in writing or the student’s state waiver to the Academy Office.** Failure to comply by the deadline may require dismissal from the Academy.

**Teacher immunizations:** Our Academy staff are encouraged, but not required, to have vaccinations for preventable diseases. **(Tuberculin vaccine is not required for students or staff)**

**VISION AND HEARING**

The state requires all children at the age of 4 have a vision/hearing screening during the first 3 months of the school year. The Academy will provide those screenings (for a fee) by a state certified screener for a fee to be done at the Academy during a school day. The Academy will accept a copy of vision/hearing screening by a doctor if available.

**BREASTFEEDING**

The Academy will provide a private comfortable space for a mother to breastfeed her child. Parents are able to breast feed or provide breast milk for their child while in our care.

**FIRST AID PROCEDURE**

If Emergency personnel are needed, the procedure is as follows:

1. **Call 911** and have emergency personnel dispatched.
2. Notify Director of the situation and that medical personnel are on their way to assess the injury.
3. Notify parent of the situation.

If the situation is non emergency, the procedure is:

1. The teacher in charge will bring the situation to the attention of the Director or Designee.
2. The Director or Designee will communicate with the parent or emergency contact for the student if the situation warrants it.
3. The teacher in charge completes a written report of any situation requiring first aid attention.

## 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

School hours are from 8:00 a.m. to 4:00 p.m. The doors will be opened at 8:00. Early Bird Drop Off program is available at 7:00 a.m. for an added fee.

Stay and Play hours are from 12:00-4:00p.m.

The Pre K 2, Pre K 3 and Pre K 4 school day is 8:00-12:00, Monday - Thursday.

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

Friday's are available on an as needed basis for an additional fee.

### **DROP OFF/PICK UP**

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

Children may be dismissed ONLY to those persons (whose names appear on the enrollment form) with Academy issued car signs or proper identification.

Changes in this form must be given in writing to the Director or Designee by the PARENT. Director or Designee will ask to see a valid photo ID to verify identity of a pick up person other than the parent.

**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 ON FILE.**

### **CHAPEL**

Students will attend chapel in the sanctuary Monday-Thursday at 8:10. They will learn the books of the Bible, pledges, sing, have a morning prayer and on Wednesday's 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, etc.), the Academy will close.

### **EVACUATION/EMERGENCY**

The Academy emergency procedures are an addendum to the handbook and are presented to parents upon completion of enrollment.

**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

**FIELD TRIPS**

The Academy does not participate or transport students on field trips.

**SNACKS**

Snacks are available daily. 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 AN ALLERGY REACTION FORM COMPLETED.**

**LUNCH**

Kindergarten and students that are participating in the extend sessions from 12:00-4:00 are required to bring a lunch with a drink. Please do not send items that need to be refrigerated or heated.

**PARENT VISITS**

Parents are encouraged to attend and actively support planned activities. Parents are always welcome and encouraged to drop in for informal visits with or without invitations. Please sign in at the Academy office and wait to be escorted to the appropriate class.

**PARENT-SCHOOL AGREEMENT**

Parents are expected to support and uphold Academy policies. Parents are encouraged to call the Academy Director if they have any concerns. All suggestions and comments from parents will be examined fully, 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 Academy office along with the state Minimal Standards and is available for parents review.

### **Licensing Contacts**

The Protective and Regulatory Services website is: [www.tdprs.state.tx.us](http://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.

## **CHILD ABUSE AWARENESS TRAINING**

The Academy staff receives training annually on preventing and responding to abuse and neglect of children.

Training will include:

1. Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse and neglect.
2. Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect.
3. Strategies for coordination between the Academy and appropriate community organizations
4. Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.