

PARENT HANDBOOK



First Baptist Academy Early Education

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INTRODUCTION

WELCOME

Welcome to First Baptist Academy Early Education. What an exciting time this is for you and your Preschooler! As you entrust your precious child to our care, you should know that we will pursue excellence in providing an Early Childhood experience that sets the tone for a nurturing and loving environment conducive to life long learning. It is our goal at First Baptist Academy to provide a variety of activities that will encourage a love for learning and healthy development. Our objectives are planned to promote cognitive, social, emotional, physical, and spiritual growth. We are looking forward to working with you in helping your child have a happy and successful year.

MISSION STATEMENT

To prepare students to become the next generation of Christian leaders: developing our students spiritually, intellectually, socially, and physically; partnering with Christian families; and providing a Biblically integrated education of academic excellence to further the Kingdom of God for His glory.

VISION STATEMENT

The Bible says that where there is no vision the people perish (Proverbs 29:18).

The vision of First Baptist Junior Academy and Developmental Learning Center is to be obedient to our Savior, Jesus Christ, and allow the presence of the Holy Spirit to permeate this place. It is our desire to be an instrument in the hands of our Redeemer and allow Him to use us to minister to preschoolers and families by meeting the spiritual needs of our children and prayerfully producing a lifelong love of learning in the hearts and minds of our preschoolers.

CORE VALUES

- *Providing Christ-centered, developmentally appropriate teaching methods in all areas of growth
- *Providing a safe and secure environment inside and outside the classroom
- *Providing loving, consistent, experienced, and trained Early Childhood Educators committed to a growing relationship with Jesus Christ

ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give general, overall guidelines to which the students and parents will adhere. However, since new situations may occur, and circumstances may arise not covered specifically by this handbook, the Administration reserves the right to exercise its administrative prerogative in responding to any new situations.

NON-DISCRIMINATORY POLICY

First Baptist Academy does not discriminate on the basis of race, color, sex, national, or ethnic origin in its administration of educational, admission, athletic, or financial policies or in any other school programs.

PHILOSOPHY OF TEACHING AND LEARNING

First Baptist Academy demonstrates a philosophy of an Early Childhood Christian Education that above all is built upon the strong foundation of Jesus Christ and His Word. As a preschool, we are committed to nurture and support the growth of preschoolers physically, intellectually, emotionally, socially, and spiritually.

Physically:

Our preschool provides a controlled-access security system, as well as safety within and out the classroom. Large rooms and an outdoor playground provide activity space appropriate for gross motor skill development and active learning. A strong health policy demonstrates a commitment to the well-being of each student.

Intellectually:

Because 90% of a child's learning is established during the first five (5) years of life, our Christian curriculum provides hand-on learning experiences and activities for preschoolers from age six weeks to Pre-Kindergarten age. Our focus is process-oriented, rather than product-oriented. Children learn foundational skills to support a lifetime of learning in an environment where learning is exciting and engaging.

Socially:

We believe preschoolers learn through play. Learning activities are provided to develop and nurture the interaction of each preschooler with his teacher and friends.

Emotionally:

Our classrooms provide emotional stability by providing consistent, loving teachers in all classes, consistent routines within the context of the classroom, and the encouragement of strong parental involvement resulting in the partnership of home, school, and church.

Spiritually:

We believe spiritual foundations are being formed during the preschool years that will provide a basis from which children will draw in later childhood and throughout life. Preschoolers are taught that Jesus loves me and Jesus is my friend. Foundations are being built for recognition of Jesus as Savior. Bible stories and biblical truth are a primary part of the curriculum we teach. It is upon this foundation of Truth we pray our preschoolers will later pattern their lives.

"And Jesus increased in wisdom and stature, and in favor with God and man."

Luke 2:52

"You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates."

Deuteronomy 6:5-9

PROCEDURES

BACK 2 SCHOOL/MEET THE TEACHER

This event is held before the first day of school, affording all students and parents the opportunity to meet their new teachers in the classrooms. Information will be sent to you in advance regarding this event and other orientation activities.

HOURS OF OPERATION

First Baptist Academy Hours: 7:00 a.m. - 6:00 p.m.

Infants, Toddlers and Two Year Olds – full time programs available beginning at six weeks of age

Preschool 3 – parents may choose from the following programs:

- Part-Time Pre-3 (8:30 – 12) Monday, Wednesday & Friday
- Pre-3 Lunch Bunch (8:30 – 3:00) Monday, Wednesday & Friday
- Pre-3 Full Day program, with as many hours needed within operating hours, Monday - Friday.

Pre-Kindergarten – parents may choose from the following programs:

- VPK Only AM (8:30am – 12:00 pm) Monday through Friday
- Pre-K Lunch Bunch (8:30am – 3:00pm) Monday, Wednesday & Friday
- Enhanced Pre-K - includes extended hours before and after those time frames, within operational hours.

ENROLLMENT

First Baptist Academy operates on a first come, first served basis. Once a classroom reaches capacity, others may be placed on a waiting list. All children must register properly before admission. An annual, non-refundable registration fee of \$125 must be paid annually during enrollment/re-enrollment. VPK Morning Only is exempt from this fee.

ATTENDANCE

It is very important that your child arrives at school on time and attends regularly. Frequent absences and tardies will be a hindrance to your child, other students, and the teacher. If your child is sick or on vacation, please notify the school by 8:00 a.m.

Students enrolled in VPK must adhere to the following guidelines:

Tardiness: Class instruction begins promptly at 8:45a.m for all Pre-K Programs. Pre-K Lunch Bunch children should arrive by 8:30 if they would like to participate in snack time. Any child arriving after the designated start time (8:45am) will be considered tardy and must be signed in at the Early Education office. While we understand that it is occasionally unavoidable to be late, more than three times in a month is not acceptable and requires a conference with the Director.

Early activities provide time for socialization and “settling in” to class. This transition from home to school is an integral component of every school day. If your child is late, he/she misses opportunities for daily organization, catching up with his/her friends, and one on one time with the teacher. Habitual tardiness implies that school attendance is not important and contributes to attitudes toward school and punctuality that are less than desired.

Early Withdrawal: The end of the class day is as important as the beginning. Wind down activities that summarize and reinforce concepts and skills from the day take place. Looking ahead to tomorrow’s events builds enthusiasm and helps prepare a child for what may happen tomorrow. Children who leave early must be signed out in the school office prior to release from the classroom. We know that from time to time an appointment or emergency necessitates that your child must leave early; however, more than twice a month is not acceptable and requires a conference with the Director.

Late Pick-Up: Our VPK classes end promptly at 12:00 am (VPK AM) and 3:00 PM (Lunch Bunch) unless the child is enrolled in the Enhanced Pre-K program. If your child is not picked up by 12:00 PM or 3:00 PM respectively, FBA-EE late fees will apply (\$5 charge plus \$1/minute, per child). This money will be charged directly to your FACTS account.

Absence: Excessive absence is not conducive to proper learning progression and educational success for your child. Please read the following items carefully:

1. Each calendar month, a child's parent or legal, custodial adult may document excused absences that should total no more than twenty percent of the school days per month. Absence is excused due to the following reasons:
 - Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
 - Physician or dental appointment;
 - Infectious disease or parasitic infection;
 - Funeral service, memorial service, or bereavement upon the death of the child's family member;
 - Life-threatening illness or injury of the child's family member;
 - Compliance with a court order (ex: visitation, subpoena, etc.);
 - Special education or related services;
 - Family vacation, not to exceed five (5) excused absences per school year;
 - Extraordinary circumstances beyond the control of the child or the child's parent.
2. If a student accrues absences totaling more than twenty percent of the school days in any month, a person other than the child's parent must document the excused absence. The person must be unrelated to the child or the child's parent, and the documentation must show that the person has personal knowledge of the reason for the child's absence (ex: letter from a physician). The parent must also meet with the Director to determine the amount of absences that will be permitted beyond that month. The ELC mandates that a child be present for a very specific number of days per year.
3. A VPK student who is absent for five (5) consecutive, instructional days without notifying First Baptist Academy will be considered withdrawn from the VPK program.
4. VPK parents/guardians must complete and sign a Parental Choice Certificate for EACH month. These forms will be provided on the last instructional day of each month to sign. Your signature on this form verifies attendance and directs the Early Learning Coalition of Duval County to direct payment for the month's VPK Program for your child to First Baptist Academy and that you continue to choose First Baptist Junior Academy and DLC to provide your child's VPK for the upcoming month.

LATE FEES & CHARGES

Payment is considered late if not received by Tuesday of the current week. Late payments are subject to a late charge of 10% of the total account balance. There will be no reduction or rebate for absences or vacations. Any check returned is subject to a \$25 processing charge. The parties intend that the foregoing fees are to compensate the School for the damages it will suffer from late payment, which are difficult to estimate with certainty. When any portion of any account becomes greater than three weeks in arrears, then FBJA may, in its sole discretion, deny class attendance and participation in other activities, and revoke this contract.

LATE PICK-UP FEE

The school closes promptly at 6:00PM. Our teachers are not paid after this time. After 6:00PM, there will be a late charge of \$5.00 plus \$1 per minute, per child. This money will be charged directly to your FACTS account.

TUITION

Tuition payments are made through the FACTS Tuition Management Company. Tuition payments are due in advance. Payment is considered late if not received by the close of the business day on Tuesday evening the week that it is due. Late payments are subject to a late charge of 10% of the total account balance. There will be no reduction or rebate for absences or vacations. At the discretion of the Director, a child may be dismissed for delinquent fees or non-payment after the third consecutive week.

- The semester's tuition (tuition through December) is due if a student withdraws after contract signing for the following reasons:
 - The hiring of teachers and staff are based upon anticipated enrollment.
 - The ordering of curriculum and other classroom materials is based upon anticipated enrollment.

Student records will not be released until the account is paid in full. Parents will be expected to honor their commitment to the school. Requests for exceptions must be addressed to FBA, in writing, and will be considered on a case-by-case basis.

- Tuition that becomes three consecutive weeks past due will subject the student to being withheld from attending school until such amounts due to First Baptist Academy via FACTS are made current.
- Tuition payments are made only to FACTS (<http://www.factsmgt.com/>).

OUTSTANDING BALANCES

Students with outstanding account balances are not to be considered for re-enrollment until all accounts are paid in full. FBA reserves the right to withhold assessments and referrals until all accounts are paid. In addition, the school reserves the right to deny class attendance and participation in other school activities.

WITHDRAWAL PROCEDURE

During the 2nd Semester, should withdrawal become necessary, parents should make contact to the First Baptist Academy EE Director two weeks prior to the withdrawal date.

ANTI-HARASSMENT POLICY

The environment at FBA must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of all that students, parents, teachers, and staff members treat each other with due respect for rights, individuality, and personal dignity.

PHOTOGRAPHS AND VIDEO

First Baptist Academy students are photographed and videoed on a regular basis both by staff and professional agencies. These photos and videos are used to promote the school by capturing many of our exciting activities on film. If a student's family does not wish such pictures to be used in school publications or promotions, parents should complete the applicable section on the enrollment form.

POLICIES

DROP OFF/PICK UP

Preschool students **MUST BE** escorted to their classroom. Please park your car in the Preschool Garage and walk your child to their classroom door. Do not leave siblings unattended or your car engine running. You **MUST** sign your child in on the sign in sheet. For dismissal, park your car in the same manner and go to your child's designated pick up room. Children are released to authorized adults only. You **MUST** sign your child out before leaving.

AFTER HOURS

The center closes at 6:00 p.m. promptly. Our employees are not paid after this time by the Academy. After 6:00 p.m., there will be a late charge of \$5.00 plus \$1.00 per minute per child to be charged directly to your FACTS account.

CURRICULUM

We believe that young children learn best by *doing*. Our core curricula are from Biblically-based, thematic frameworks entitled *Weekday Early Education (WEE) Learn*, developed by Lifeway Early Education Resources; *HIGH Reach Learning*, developed by Carson-Dellosa Publishing and *Early Learning Literacy Model (ELLM)*, developed by Bob Jones University Press. We also utilize Handwriting without Tears to supplement our handwriting program with our four year olds. These excellent research-based programs are written by outstanding, professional preschool educators. These skillfully compiled guides are filled with rich experiences aimed at meeting the total educational and developmental needs of the preschool child. A Bible story and related Bible Truth are correlated weekly with each theme. Some of our thematic units include family, seasons, animals, cities, transportation, neighborhoods, community helpers, the earth, the senses, and many more! The teachers also use a variety of supplemental materials in developing their units of study. Every three years, our curriculum committee conducts an extensive review of our curricula, evaluating our materials, researching other curricula, and offering suggestions in this area that may benefit our school.

HEALTH AND SAFETY POLICIES

GENERAL

- The health care policy is made available to each educator and family
- Each educator is trained in, and parent/guardian(s) are oriented to the health care policy.
- Each educator is trained in the school's infection control procedures and implementation of policy during staff orientation.
- A health care consultant approves the health care policy on an annual basis.
- The policy ensures that all appropriate actions will be taken to ensure that health requirements of children with special needs are met.
- General health care procedures include:
 - Posting of emergency telephone numbers including at least one non-coin-operated telephone or working cell phone on the premises of the program with the following numbers posted in clear view: program's address and telephone number, fire department, police, ambulance, Poison Control center, and Director Contact information.
 - Using and maintaining first aid equipment
 - Meeting individual children's specific health care needs, including identifying children's allergies and protecting children from exposure to foods, chemicals, or other materials to which they are allergic.
 - Obtaining health forms from each child prior to enrollment

SMOKING

For employees, smoking is prohibited on or off campus. Smoking is prohibited for parents on campus.

SECURITY

On so large a campus it is nearly impossible to prevent passage of people across the church/school property. The concern for the safety of students and staff is paramount.

At the time of enrollment, each parent will have a fingerprint scan (using a biometric reader) to gain entrance through the controlled access doors of First Baptist Academy Early Education hallways. Only persons with a fingerprint scan will be allowed entrance into the Preschool area. All other persons must ring the buzzer and wait for assistance. If preschool children are brought or picked-up by someone other than parents (i.e. relatives), they must check in with the First Baptist Academy Early Education office. Parents must notify First Baptist Academy by phone or in writing if someone other than a parent is coming to First Baptist Academy.

Parents are not permitted to hold the secured doors open for people that they do not recognize. Please walk these individuals to the office or ask them to ring the buzzer so that each person is accounted for on our premises at all times.

HEALTHY ENVIRONMENTS

As part of FBA's commitment to the safety and security of our preschoolers, families, and staff, we strive to promote multiple opportunities to learn about healthy living.

- Children will have daily opportunities for outdoor, physical activity. Children play outside daily unless the wind chill is at or below 32 degrees, raining, and/or public health authorities issue an unsafe weather condition alert due to heat, air quality, or other adverse conditions. Indoor gross motor activities are provided when the children are unable to go outside due to poor weather conditions.
- While outside, children are dressed appropriately for the weather in dry and layered clothing and are given the opportunity to play in either the sun or shade.
- In the event that public health officials recommend insect repellents, families are strongly encouraged to supply and authorize repellents containing DEET by completing the Authorization for Medication form.
- Children are not permitted to move around the room while eating or drinking, and no child is allowed to have a bottle or cup while resting on a mat or cot. If children do not enter the preschool using a cup, they are encourage to begin using one as soon as the educators and families decide the child is developmentally prepared to begin.
- Students do not have access to large buckets containing liquid.
- Educators maintain areas used by educators or children who have allergies or any other special environmental health needs. Allergy Alerts are posted when activities involve potential allergens.
- Visiting animals appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized and that the animal is suitable for contact with children. Educators supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Educators ensure than any child who is allergic to an animal is not exposed to that animal. Classroom pets are not permitted with the exception of a small, handheld fresh water aquarium or temporary nature center exhibits which support thematic learning. Children follow hand washing procedures after handling animals.
- Smoking, alcohol, firearms, and other significant hazards that pose risks for children and adults are strictly prohibited on FBA property and during FBA related events with exception of law enforcement officers' carrying of weapons. In the event that someone violates this policy, they will be asked to remove the hazard from the premises. Local law enforcement officials will be contacted as needed and appropriate.
- Choke tubes are available in all Infant, Toddler, and Two Year Old classrooms and in the Resource Rooms on the second and third floors of the Preschool Building for instant evaluation of choking hazards. Manipulatives/toys that may be a choking hazard to children under the age of three are labeled.

NUTRITIONAL INITIATIVES

Since nutritional well-being is also a priority of FBAEE, the following procedures and policies have been developed:

- First Baptist Academy – EE is a **NUT FREE** environment.

- All food provided by the FBAEE is prepared, served, and stored in accordance with the USDA guidelines and Department of Children and Families guidelines.
- When food is brought from home, educators work with families to ensure that the USDA/DCF guidelines are followed. Parents are encouraged to pack ice packs in lunch boxes to keep food the appropriate temperature. Extra food is available for children if they are hungry after the food from home is eaten or if their food was not stored properly.
- The FBAEE ensures food safety in its provision of meals and snacks. Educators discard food with expired dates as well as document any changes to the posted menu.
- Daily documentation recording the type and quantity of food a child consumes is provided to families with children under the age of two.
- Sanitary drinking water is available to children throughout the day.
- Liquids (such as hot coffee) and foods that are hotter than 110 degrees are kept out of children's reach.
- If milk is served, children under two years of age will only be offered whole milk. Children over two will be offered only two percent milk.
- Menus are posted and available for families. In addition, they are kept on file for review by a nutritional consultant.
- Meals and snacks are scheduled to be served without undue disruption to the child's day.
- Educators sit and eat with children during snack and meal times to encourage conversation and model appropriate eating habits. When possible, snacks and meals are served family style.
- Food brought from home will only be eaten during regular classroom meal time.

PROTECTION FROM ENVIRONMENTAL HAZARDS

- Poor air quality: sometimes weather conditions result in poor air quality (smog) that can pose significant health risks to children with respiratory problems. Local health authorities or the National Weather Service will issue ozone or smog alerts when the air quality is approaching unhealthy levels. The Director receives email alerts keeping informed of dangerous air quality so that children do not play outdoors until the air quality is safe. In addition, maintenance work that may impair the air quality of a classroom, such as painting, or tile floor stripping, will take place when the children are not present. Children will not return to the space until the classroom is completely ventilated and the air quality is healthy.
- In order to prevent exposure to lead, asbestos, and other environmental hazards, FBA is free from hazardous levels of lead, asbestos, fiberglass, or any material that is in a dangerous condition, as documented by specialists in this field.

PROCEDURE FOR REPORTING INCIDENTS

- Individuals' medical problems and injuries are recorded and reported to educators and parents.
- Parents are informed immediately of any injury or illness that may require medical attention other than minor first aid and/or if their child receives a bump to the head.
- Parents are informed of an incident through an Incident Report at the time they pick up their child. The report will describe the incident and the first aid measures taken if necessary. A copy is provided to the parents and another copy is retained in the child's file.
- FBAEE maintains documentation of incidents and other health and safety concerns and periodically evaluates the safety of the preschool.

FEEDING POLICY

Proper nutrition is very important to the growth and development of young children. First Baptist Academy Early Education strives to give careful attention to the general and individual rhythms and nutritional needs of each child in our care.

General Information

- The teacher's hands must be washed in the hand washing sink before preparing formula and/or feeding children. Children's hands must be washed prior to being fed.

- The hand washing sink must be clearly designated and used only for this purpose. Rinsing of bottles and containers must be done in the sink that is not soiled.
- The child's first and last name must be recorded on every bottle and sippy cup.
- Bottle warmers must be used to warm all bottles of formula/breast milk as necessary and must be temperature tested before offering to an infant (microwave ovens will not be used to heat formula, breast milk, or baby food).
- If the feeding has taken over 1 hour to complete or the bottle has been un-refrigerated for 1 hour, the milk shall be discarded.
- All bottles, nipples, sippy cups, and other equipment for feeding preparation must be sent home daily to be cleaned and sterilized before returning to school.
- Children will not be permitted to walk around with food, bottles, or cups.

Formula Preparation

- Formula must be brought to FBAEE by the parent/guardian and must be labeled with the child's first and last name.
- Formula must be prepared according to the directions on the container. Formula will be used within 48 hours after preparation, opening of ready-to-eat, or concentrate.
- Prepared formula must be labeled with child's first and last name and be kept covered and refrigerated.
- Preparation surfaces must be disinfected before preparing formula or food.
- There must be a physical separation between the food preparation area and the diapering area.
- Any formula remaining in a bottle or food remaining in a serving container after a feeding shall be discarded. (Bacteria from baby's mouth are introduced into milk and begin to multiply once bottles are taken from the refrigerator and warmed).

Breastfeeding and Breast Milk Bottle Preparation

Every effort is made to support breast feeding mothers at FBA by providing a private, comfortable room for nursing mothers to breastfeed and by coordinating feeding routines with mother's schedule.

- Human milk from a mother will be only used with that mother's child.
- Expressed breast milk may be brought from home if the bottles/breast milk bags are transported in a clean, insulated container that keeps the milk at 41 degrees Fahrenheit or below. Breast milk will be refrigerated or frozen as soon as it arrives at FBAEE.
- Refrigerated breast milk at a minimum of 39 degrees F must be used within 48 hours.
- Breast milk first frozen and then thawed in the refrigerator must be used within 24 hours.
- Frozen breast milk may be kept in the freezer at a minimum of 5 degrees F for 2 weeks.
- Frozen breast milk must be thawed in the refrigerator.

Feeding

- Infants must be held while feeding. FBAEE will not prop bottles, place bottles in cribs, or allow carrying of bottles around the room by infants.
- Teachers will interact with children while holding and feeding, recognizing that proper feeding practices promote children's emotional development.
- Infants will be fed according to each child's individual needs and rhythms, or at least every 3 hours.
- Formula or breast milk will be the only milk product served to children younger than 12 months of age unless documentation is on file from the child's health care provider.
- The FBAEE will not serve juice to children less than 12 months of age. If juice is served to children above 12 months of age, 100% juice will be served at meal or snack time and not more than once per day with a maximum of 4 ounces being consumed by the child. Teachers effectively communicate with parents to ensure that children are not receiving more than 4 ounces of juice per day.
- Water will always be available to children above the age of 12 months throughout the day.
- No medication or cereal will be added to the bottle unless documentation is on file from the child's health care provider.
- Following a bottle feeding, teachers must wipe the infant's teeth/gums, removing any residual liquid to support the growth of healthy teeth and gums.

Cow's milk

- Only whole, pasteurized milk will be served to children younger than 24 months unless documentation is on file from the child's health care provider.

Solid food

- Teachers will sit and communicate with children during meal and snack times.
- When high chairs are used, teachers will use safety straps.
- Highchairs must be disinfected before and after use.
- Parents must provide formula, baby food, and snacks from home until the child is developmentally prepared for foods served on the FBAEE menu.
- Parents must provide supplements to the FBAEE menu when necessary for children with allergies.
- Commercially packaged baby food will be served from a bowl or cup and not directly from the container unless the entire container will be used for only one feeding.
- After six months, children will be encouraged to self-feed depending on their developmental abilities.
- Food must be cut into pieces no larger than ¼ inches for finger feeding by children. Utensils will be offered to children who are able to manipulate them.
- Round, firm foods that might be a choking hazard such as but not limited to: hot dogs, whole grapes, peanuts, nuts, seeds, raw peas, dried fruit, popcorn, thickly spread peanut butter, and hard candy will not be served to children under the age of 3 years old.
- Honey or foods containing honey will not be offered to children 12 months of age and younger due to the risk of botulism.
- Children's wait times during food service periods will be minimized as much as possible.
- Snacks or meals not listed on the menu or brought from home must be posted on the allergy alert sign outside the classroom.
- Family/Teacher Daily Information Exchange form will be filled out daily, including specific amounts and times of feedings, and shared with families of Infants and Toddlers.

Communication plan for staff and parents

- Infant feeding policies are posted in food preparation areas.
- Menus are posted in each classroom and included in the weekly Newsletter.
- Parents are provided with the Feeding Policy of FBA-EE upon enrollment, and information is exchanged daily between teachers and parents.
- FBA-EE will strive to provide information to parents regarding choking hazards, assisting parents in planning appropriate meals at home.
- FBA-EE will strive to work together with families and their health care provider to ensure the food plan for each child is individualized.

Reference: American Academy of Pediatrics, Department of Children and Families, Association of Christian Schools International
Reviewed on July 21, 2011 by Stephanie Vaillencourt, ARNP

DIAPERING POLICY

Diaper changing is only done in the diaper changing area. Cloth diapers will not be used in the FBAEE. Diapers should be checked and diaper checks should be documented at a minimum of once every 2 hours with exception of sleeping times.

Reference: Association of Christian School International, Department of Children and Families of Florida, FBC Jax Diaper Changing Policy, National Training Institute for Child Care Health Consultants

SAFE SLEEP POLICY FOR INFANTS

- Infants will be placed on their backs to sleep. Because infants sleeping on their sides are more likely to accidentally roll onto their stomach, the side position is not as safe as the back and is not permitted.
- A physician's note is required for non-back sleepers that explains why the infant should not use a back-sleeping position, how the infant should be placed to sleep, and a time frame that the instructions are to be

followed. This note will be kept on file. All staff, including substitutes and volunteers, will be informed of the details of this exception. Documentation will be placed above the infant's crib for clear communication.

- FBAEE will use safety-approved cribs and firm mattresses.
- Cribs should be free of toys, stuffed animals, and extra bedding.
- If a blanket is used, place the child's feet to the foot of the crib and tuck in a light blanket along the sides and foot of the mattress. The blanket should not come up higher than the infant's chest. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, are preferred and should be requested from parents upon enrollment.
- Each crib will be used for one baby at any one time.
- Keep the room at a temperature that is comfortable for a lightly clothed adult.
- Wedges and/or infant positioners are not permitted to be used in cribs.
- FBAEE Infant Classrooms will have supervised "tummy time" for infants who are awake. This will help babies strengthen their muscles and promote healthy development.
- Staff, substitutes, and volunteers will be informed of safe sleep policies and practices.
- Upon enrollment, educators will talk to parents about our Safe Sleep Policy and the sleep routines of their child.

Reference: American Academy of Pediatrics; *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care*, Second Edition; <http://www.healthychildcare.org>; National SIDS and Infant Death Resource Center.

EMERGENCY TRAINING FOR STUDENT CARE

The enrollment packet will specify a medical consent form where emergency medical and dental health care should be obtained. Parents will update this information as needed. If an emergency occurs, the preschool staff will authorize and seek emergency care and make arrangements to get the child to the clinic/hospital if the parent/guardian cannot be reached. The staff will continue to try to contact the parent/guardian.

If a child receives a minor injury at preschool, the staff member will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water (unless an authorization form is completed for peroxide and/or triple antibiotic ointment), and minor bumps will be treated by applying ice to the injured area. Parents will be contacted for bumps of any sort to the head. The incident will be documented on the incident reporting form. A copy will be given to the family, and a copy will be placed in the child's file.

All staff will have immediate access to the device that allows them to summon help in an emergency. The phone numbers for police, fire, ambulance, hospital, and poison control will be posted by each phone. Emergency contact information for each child will be kept readily available. The emergency information is also included in the emergency evacuation backpack. Parents must update emergency phone numbers as often as necessary.

Staff is required to wear disposable gloves and to wash their hands after treating injuries. All items exposed to blood will be sealed and discarded immediately in a designated garbage can.

FIRST AID

- Location of first aid kit: the first aid kit is located in the school office and clearly marked "First Aid."
- First aid kits are maintained by the Director/Administrative Assistant and are inventoried monthly.
- All FBAEE educators are required to have current certification in approved first aid and pediatric and adult cardiopulmonary resuscitation (CPR) procedures upon employment. Only those with current certification may provide CPR or first aid including the use of first aid equipment. At minimum, at least one educator certified in CPR for each age group of the children served must be available at all times whenever children are present.
- Training in CPR/First Aid is updated and renewed every two years. Current first aid/CPR training certificates are kept on file.

INFECTIOUS DISEASE POLICY

Purpose: First Baptist Academy believes that the Bible, the authoritative Word of God, and Jesus Christ, the Living Word, have called us to minister to all people, especially the children who are placed in our care. In carrying out this call to ministry, we believe that we are called to respond to both spiritual and physical needs, and we commit ourselves to children who are enrolled in the FBAEE. Therefore, we have adopted the following policies regarding Infectious Diseases. These policies apply to all programs under the supervision of the FBAEE.

DEFINITION OF INFECTIOUS DISEASE

An "Infectious Disease" is generally defined as any disease that is susceptible of spreading from one person to another person. Infectious Diseases include, but are not limited to, the following:

- Fever of 100.4 or higher (must be fever free for 24 hours with no medication before returning to a group activity)
- Vomiting or diarrhea (within the past 24 hours)
- Unidentified rash
- Inflamed throat and/or mouth
- Colored discharge from eyes or nose
- Excessive Coughing/sneezing
- Unusual irritability or fatigue
- Head lice (or known exposure to head lice)
- Open wounds without proper bandages
- Childhood diseases (chicken pox, mumps, etc.)
- Difficult/rapid breathing
- Any other unusual sign or symptom of illness

Reviewed August, 2011, by Dr. Kimberly DalPorto, M.D.

In order to maintain a healthy environment for all of the children at FBAEE, children should be free from all symptoms listed above before entering school. In the event of an outbreak of disease in the preschool, parents will be notified. Information will also be provided to parents detailing the symptoms and incubation period of infectious diseases. Cubbies and email are used for the purpose of communicating this information to parents. Educators who become ill with contagious diseases are excused from contact with children immediately.

INFECTION CONTROL

All staff will be instructed to utilize the most current recommendations of the Center for Disease Control (CDC) regarding "Universal Precautions for Prevention of Transmission of Human Immune-deficiency Virus (HIV), Hepatitis B Virus (HBV), and other Blood-borne Pathogens in Health-care Settings." The current Universal Precautions which have been adopted by FBAEE are included herein, and may be updated from time to time. All staff will be expected to attend training opportunities provided by FBAEE regarding the use of the Universal Precautions. Neither FBC Jax, the Preschool Ministry, the Director of Preschool Ministries, FBAEE, nor the Director of FBA shall have any responsibility or liability if any teacher or other worker neglects to follow the Universal Precautions.

HANDWASHING

FBA-EE recognizes the importance of hand washing as the first line of defense against infectious disease. Unwashed hands are the primary carriers of infections. Educators and children who are developmentally able will be taught proper hand washing procedures. To help prevent the spread of infectious diseases, the following hand washing procedures must be followed for all educators and children:

- Children and adults' hands should be washed:
 - Upon arrival for the day
 - After diapering, using the toilet, outdoor play, art activities
 - Before and after meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking

- Before and after playing in water that is shared by two or more people, outdoor play, handling pets and other animals, and any materials such as play dough, sand, dirt, sensory table materials, or surfaces that might be contaminated by contact with animals
- Educators also wash hands before feeding a child and after handling garbage or cleaning
- Administrators wash hands before and after administering medication
- Educators assist children with hand washing as needed to successfully complete the task.
- Liquid soap and disposable towels will be available.
- Adults will wash with liquid soap and running water and friction for at least 20 seconds and avoid recontamination from faucets by turning off faucets with towel.
- Educators will use disposable gloves and wash their hands after changing diapers, assisting with toileting, or cleaning or handling any surface soiled by bodily fluid including mucus, feces, urine, vomit, or blood.
- Hand sanitizer is not a substitute for proper hand washing with exception of emergency situations when soap and water are not available.

UNIVERSAL PRECAUTIONS

Because infections may be present in blood or body fluids, and children may be unknowingly infected with an Infectious Disease such as Hepatitis B Virus (HBV), all teachers and other workers should utilize "Universal Precautions" for handling blood or body fluids.

The term "Universal Precautions" refers to the handling of body fluids from all children and not just precautions recommended for those known to be infected with a blood-borne pathogen. Universal Precautions were written for staff in health care settings and public safety workers. However, teachers and other workers at FBA-EE may come in contact with blood and body fluids, and should therefore exercise the same precautions.

"Body fluids" include blood, feces, urine, respiratory secretions, vomit, vaginal secretions and semen. Blood is the single most important source of HBV and other blood-borne pathogens in the occupational setting.

Universal Precautions require the use of protective barriers such as gloves, protective eyewear, gowns, and masks. Rarely, however, would precautions beyond the use of gloves be indicated in a preschool setting.

PLAN FOR ADMINISTERING MEDICATION

- Parents must complete an Authorization for Medication form any time a child needs to be administered a medication while at school. The label on prescription medication must be labeled with the child's name. Administrators will record and administer the medication to the child. This record will remain in the office during the duration of the need for the medicine. Then the record will be filed in the child's folder.
- Medication must be provided by the child's parent or guardian. All prescription medications must include the original prescription label that details the child's full name, the date that the prescription was filled, the licensed health care provider's name, name and strength of the medication, expiration date, and instructions on how to administer and store it. Over-the-counter medications must be in the original manufacturer's packaging.
- FBA-EE will keep a written record of the administration of any medication that includes the time and date of each administration, the dosage, the name of the person administering the medication, and the name of the child. FBA-EE will store all medications under proper conditions for sanitation, preservation, security, and safety. All unused medication will be returned to the parent.
- Medications will be kept out of reach of children in the office. Medication requiring refrigeration will be stored in the refrigerator out of reach of children. Leftover medicine/empty containers will be returned to parents/guardians for disposal.
- Epi-Pen procedures: Children who experience anaphylactic reactions requiring use of an Epi-Pen must clearly communicate details of the allergen(s) to the preschool prior to enrollment so that we can adequately prepare for the safety and well being of the child. Epi-Pens must be stored in the office with other medications, and the parent must complete the authorization form. Should the child have an allergic reaction, the educator will immediately radio the office stating, "Epi-Pen needed immediately in Room

_____.” If the child is on the playground, this information is communicated via radio. The educator will begin to walk to the office with the student while the Director or Administrative Assistant begins walking to the playground with the Epi-Pen to facilitate immediate administration.

PLAN FOR MEETING THE NEEDS OF MILDLY ILL CHILDREN AND EDUCATORS

- Children becoming ill during school hours must be isolated outside of the classroom and will be supervised by a person trained in first aid and knowledgeable of the health policies of the school.
- Books and a cot will be made available for the mildly ill child and will be disinfected following usage.
- The Administrative Assistant or Director will notify parent/guardian(s) about the child’s condition.
- Sick children should be picked up within 1 hour of being notified.

PLAN FOR MEETING SPECIFIC HEALTH CARE NEEDS

- At registration and re-enrollment time, families will be asked to record and give permission for FBA-EE to post information about any known specific health care needs for their children including allergies and special diets. Allergies of all children at FBA-EE are posted in each classroom, kitchen, and school office.
- All allergies and other important medical or nutritional information including individualized care plans will be posted in each classroom and in the kitchen. This specific health care needs list will be consulted prior to serving children food and will be updated as necessary. For sites where children have peanut allergies, classrooms and entire programs may become peanut-free. The specific health care needs list will be updated as necessary.
- The Director will be responsible for making sure that all educators, including substitutes, receive appropriate training to respond to the specific needs of the children as well as how to handle emergency allergic reactions.

CHILD HEALTH RECORDS

- A written health record is maintained for each child as part of the child’s individual record.
- Medical records of all children and educators are considered confidential.
- Parents/Guardians are required to provide current health records prior to enrollment.
- Parents/Guardians should provide the following information for their child:
 - Pertinent health history (such as allergies or chronic conditions)
 - Log of medications administered, injury reports, educator’s health observations
 - Vision, hearing, developmental, and dental screening results and health-related referrals that would affect the school day

ADDITIONAL HEALTH POLICIES

- A child should be free of fever, vomiting, and/or diarrhea for 24 hours, without administering fever-reducing medication, after a contagious disease before returning to the classroom.
- Parents will be contacted and will need to immediately pick-up their child should the child appear to be ill.
- All toys, equipment, and furniture in our rooms are disinfected by DTK and/or Resource Room Assistants.
- Allergies of staff and students should be recorded in their file. It will also be placed on an allergy list posted inside each classroom. An Allergy Alert will be placed by the teacher outside each classroom specifying special activities which may trigger an allergy attack of any kind.
- Teachers will be instructed to use Universal Precautions Guidelines when caring for children.

COMMUNAL WATER PLAY

In order to prevent communal water play from spreading infectious disease, the following procedures will be followed:

- No child is permitted to drink the water.
- Children with sores on their hands or other parts of their bodies that may come into contact with the water are not allowed to participate in communal water play; supplemental activities will be provided.
- Fresh water is used for each activity.

- Water is changed before a new group of children can participate in the activity.
- Water is drained when the activity has been completed.
- Water toys/equipment are used for the purpose for which they were intended.

MAINTENANCE AND CLEANING

To prevent the spread of infection, the following steps will be taken for washing and disinfecting specified equipment, items, and surfaces:

- Educators and/or DTK will clean and disinfect counters, door knobs, tables, and garbage cans including diaper pails. Bleach or an approved EPA disinfectant will be used. Disinfectant solutions will be labeled and stored according to manufacturer's instructions and in a secure place out of the reach of children.
- Although all equipment, items, and surfaces are disinfected as needed to maintain a sanitary environment, the following additional guidelines are also followed:
 - All eating surfaces must be disinfected before and after each use
 - The following items, equipment, and surfaces must be disinfected after each use:
 - Diapering surfaces
 - Mops used for cleaning body fluids
 - Toys/Manipulatives coming into contact with bodily fluids
 - Bibs
 - Thermometers
 - Water tables and water play equipment
 - Cots
 - The following items must be monitored for cleanliness and disinfected at least daily by Educators or DTK Staff:
 - Toilets and toilet seats
 - Containers, including lids, used to hold soiled diapers
 - Sinks and sink faucets
 - Drinking fountains
 - Play tables
 - Smooth surfaced, non-porous floors
 - Mops used for cleaning
 - Dishes
 - Doorknobs, bathroom stall handles, and cabinet handles
 - Toys/manipulatives used by children under the age of two
 - The following items must be monitored for cleanliness and disinfected at least weekly:
 - Toys/manipulative used by children over the age of two
 - Bedding such as blankets (will be sent home for laundering)
 - Clothes used for dramatic play
 - Machine washable cloth toys

PREVENTING CHILD ABUSE AND NEGLECT STRATEGIES

These preventive strategies are designed to protect the children in FBA-EE and to protect the FBA-EE staff and volunteers from being wrongly accused of incidents involving child abuse.

- FBA-EE has established a comprehensive, pre-employment screening procedure to identify staff that may not be suited for working with children.
- FBA-EE will take any allegation or suspicion of child abuse seriously and will respond accordingly.
- Educators understand the legal obligation to report suspected abuse.
- Policies, procedures, and training are available and reviewed annually relating to discipline, supervision, staff/participant interaction, staff and volunteer code of conduct, etc.
- Staff understands what practices may be considered abusive and the difference between what may be considered appropriate and inappropriate touch. Educators communicate frequently with parents/guardians.

- Parents/guardians understand our open-door policy, which communicates that they can visit unannounced and are encouraged to do so.
- Staff strives to identify burdened parents/guardians and offer support and referrals for help.

MANDATED REPORTING

In order to insure the well being of the children in our care, our educators have a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subject to criminal penalties if we fail to report such possible harm. As a licensed facility, we are mandated by Florida State Law to report all incidents of abuse or neglect to the Department of Children and Families.

REPORTING SUSPECTED CHILD ABUSE

In the event that there is an accusation or suspicion of child abuse, FBA-EE will take prompt and immediate action as follows:

- At the first report or probable cause to believe that child abuse has occurred, the individual will notify the Director, who will then review the incident. If the Director is not immediately available, the individual should report the incident to the Director of Preschool Ministries.
- The person receiving the initial report will be responsible for confirming the facts reported and the condition of the child on the day of the first report.
- Data concerning the child will be obtained through discussion with the initial reporter and the other staff.
- After the information is received and documented, the Director will then determine if DCF needs to be notified. If so, she will call the Abuse Hotline. If the staff member disagrees with the Director's decision not to report it, it is lawful for the staff member to contact the Abuse Hotline individually.
- All FBA-EE and volunteers must be sensitive to the need for confidentiality with the handling of this information, and therefore, should only discuss the incident with the Director. All reports must be kept in a secure location.

EMERGENCY PREPAREDNESS PLAN

Emergency Evacuation Plan

Please review the below plans for the evacuation of the Preschool Building to familiarize yourself with your responsibilities as the FBA-EE Staff should an evacuation be required. Thank you for your diligent attention to this very important matter.

RELEASING CHILDREN TO PARENTS

Should a return to the classroom not be permissible, parents will be directed to a safe location to pick-up their children. The following are procedures for the release of children:

- Children shall be released to an adult parent or guardian only
- Rules for release from the classroom shall apply for release during an evacuation
- One teacher will be responsible for recording, on the sign-in sheet, the name of the adult to whom that child was released. All sign-in sheets must be turned in to the office staff before teachers will be released from duty.

TORNADO AND SEVERE STORM

In the event of inclement weather – tornado, hurricane, excessive winds, etc. First Baptist Academy will be prepared to evacuate children as necessary. Inclement weather evacuation will be communicated via radio.

LOCKDOWN

In the event of an emergency in the sanctuary or hallways of First Baptist Church (FBC) or the presence of a suspected dangerous individual, persons, or situation, the Preschool Ministry of FBC, including FBA-EE, will be prepared to activate lockdown procedures.

DCF SAFETY AND SECURITY HIGHLIGHTS

- Each age group or class must have a written and followed plan of scheduled daily activities posted in a conspicuous location accessible to parents.
- Heating and air conditioning vents, filters, exhaust fans, air vents, ceiling fans, and dryer vents must be clean and free from dust and lint build-up.
- All areas and surfaces accessible to children shall be free from toxic substances and hazardous materials.
- All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials must be labeled. These items, including knives, sharp tools, and other potentially dangerous hazards, shall be stored in either a locked area or must be inaccessible and out of a child's reach.
- All rooms must have and maintain lighting the equivalent of 20 foot candles at three feet from the door to allow for supervision.
- The outdoor play area shall be clean, free from litter, nails, glass, and other hazards.
- A minimum distance of 18 inches must be maintained around individual napping and sleeping spaces – except a maximum of two sides of a napping or sleeping space may be against a solid barrier, such as a wall.
- Napping and sleeping spaces shall not interfere with Exit areas, which must remain clear in accordance with fire safety regulations.
- Running water, soap, trash receptacles, toilet paper, and disposable towels or hand drying machines that are properly installed and maintained shall be available and within reach of children using the toileting facility.
- The operator shall prepare and post an emergency evacuation plan in each room of the facility.
- A child care facility shall make available toys, equipment, and furnishings suitable to each child's age and development and of a quantity for each child to be involved in activities.
- Toys, equipment, and furnishings must be safe and maintained in a sanitary condition, and shall be cleaned and sanitized or disinfected immediately if exposed to bodily fluids, such as saliva.
- All playground equipment shall be securely anchored, unless portable or stationary by design, in good repair, maintained in safe condition, and placed to ensure safe usage by the children. Maintenance shall include inspections, at least every other month, of all supports above and below the ground, and all connectors and moving parts. Documentation of maintenance inspections shall be retained for one year.
- Permanent or stationary playground equipment must have a ground cover or other protective surface under the equipment that provides resilience and is maintained to reduce the incidence of injuries to children in the event of falls.

EMERGENCY SCHOOL CLOSINGS

First Baptist Academy DOES NOT necessarily follow the Duval County Public Schools with regard to Emergency School Closings, delayed starts, or re-openings. At times, emergencies such as severe weather, fires, power failures, or law enforcement issues can disrupt operations. In extreme cases, these circumstances may require the closing of the school. A message will be sent to all faculty, staff and parents via email, social media, and/or phone.

DRESS CODE

The school dress code is intended to provide neutrality for all students clothing (economically and socially) and limit the distractions associated with a non-uniformed school environment. First Baptist Junior Academy and DLC Administration has the right to determine any trend, fashion, or fad inappropriate for school activities.

Two and Three Year Olds

Boys and Girls:

Tops and Bottoms: Comfortable play clothing; please avoid aggressive characters or titles. Girls MUST wear modesty shorts under dresses and skirts. Shoes - Closed-toed shoes; Flip-flops, and bedroom slippers are not permitted.

Pre-K

Girls:

Slacks/Shorts/Capris/Jumpers - Navy, khaki, or **approved** uniform plaid (skirts, skorts, shorts, and dresses will be no shorter than 3" above the knee.) Modesty shorts **MUST** be worn under dresses and skirts.

Shirts - Collared Polo (solid colors of red, white, or navy blue, FBA logo optional) or white blouse;
Turtlenecks (solid colors of red, white, or navy blue, FBA logo optional) may be worn UNDER polo shirts;
Sweatshirts and sweaters (red, white, or navy blue) to be worn over collared shirts (plain front, solid color, without hoods, FBA logo optional).

Dresses – Red, white, or black polo dresses with modesty shorts (FBA logo optional)

Boys:

Slacks/Shorts - Navy, black, or khaki (shorts will be no shorter than 3" above the knee.)

Shirts - Collared Polo (solid colors of red, white, or navy blue, FBA logo optional) or white oxford,
Turtlenecks (solid colors of red, white, or navy blue, FBA logo optional) may be worn UNDER polo shirts;
Sweatshirts and sweaters (red, white, or navy blue) to be worn over collared polo or oxford shirts (plain front, solid color, without hoods, FBA logo optional).
Undershirts must be plain white, red, or navy blue, and must not be visible at any point except at the collar.

Accessories - All Students

Boys: No earrings or spacers on campus or at FBA events.

Girls: Leggings, tights and socks must be solid colored in FBA dress code family colors (red, white, navy blue, or gray).

Shoes - Closed-toed shoes only. Flip-flops and bedroom slippers are not permitted

Hair Boys: Hair must be above the eyebrow, may come to the middle of the ear and at the collar.
Hair may be highlighted or colored with natural hair colors.

Hair Girls: Hair may be highlighted or colored with natural hair colors.

Please Note: Gothic-type apparel including belts, wrist bands, tattoos, etc.
are not permitted.

Parent/Volunteer Dress Code

Parents who volunteer at school or who need to be on campus for a period of time are expected to follow the same guidelines as students and faculty/staff. Please pay special attention to the length of dresses or skirts and blouses/tops that are low cut, see through, or that do not cover the stomach.

Children wearing apparel that does not meet the dress and safety code will have to change into appropriate clothing. Please help us avoid upsetting your child by adhering to the standards listed above. Habitual violations of the dress code require a parent conference with the Director.

DISCIPLINE

At First Baptist Academy, we use positive discipline, redirecting behavior, and providing alternatives to the children. We believe that good discipline consists of consistent, positive training in the right direction. Our staff must have the right to correct a child's behavior, when and if necessary, in order to maintain a pleasant atmosphere. By providing an environment where participation in activities is consistent, fun, and rewarding, good behavior becomes a natural part of the experience. We use **positive** reinforcement and praise to encourage appropriate behavior. It is our policy:

1. To use positive communication techniques. We want the child to become calm, express his or her feelings, and take responsibility for actions.
2. To redirect the child to another activity.
3. To allow the child to make limited choices.
4. To give the child a brief period of separation from the group, if necessary, to consider his or her actions and then be able to return to the activities.

If a child displays inappropriate behavior on a regular basis, the parents will be consulted for help and support. If the inappropriate behavior continues or escalates following the consultation, withdrawal may be necessary. Violence toward teachers or peers will not be tolerated. Our goal is to have every child achieve positive growth in all areas. With that goal in mind, we must work together to guide each child toward personal success.

SPIRITUAL EMPHASIS

BIBLICAL WORLDVIEW INTEGRATION

First Baptist Academy is a Christ-centered school. As such, it is vital that there be focus and implementation of Biblical Integration in all areas of academic accomplishment. The primary means to accomplishing Biblical Integration at FBA encompasses the provision of a Christ-centered atmosphere for school personnel, students, and families. This atmosphere will be realized and enhanced through consistent prayer, Bible stories, training, nurturing, and shepherding of students and their families. A second path to attaining Biblical Integration is through the deliberate merging of the Biblical Worldview into all areas of curriculum content as the instructional staff consistently strives to inform and influence student learning. This will be achieved by intersecting the truths of Scripture with the teachings of the various curricula. Biblical Integration includes the immersion, demonstration, and influence of Biblical doctrine and truth as it relates to all aspects of learning.

SPIRITUAL CLIMATE

Truth is our cornerstone at First Baptist Academy in the person of Jesus Christ. As the world around us continues to deteriorate, we must continue to be a lighthouse. Through FBA's hiring practices based on accepting Christ as personal Savior, our teachers and staff reflect the truth by the way they are expected to live on campus as well as off-campus. The Bible stories, Biblical integration throughout all of the curriculum, innovative chapels, community service, and our partnership with the church all point in the same direction: integrity and truth. Our goal is to intentionally build strong foundations of faith in the lives of our preschoolers.

CHAPEL

Chapel services are held weekly for children beginning at the age of two. Two Year Olds (music only) through Pre-K enjoy a time of worship followed by a special Bible story and offering collection to help other people. This is a great time of singing, hearing a Bible story, and learning how to apply these truths to our lives today. Parents are encouraged to participate.

COMMUNICATION

INFORMING

So we can best serve your family, you are encourage to read all materials sent home as well as all emails sent from FBA or your child's teacher. Each week you will receive a school newsletter to keep you informed of news, menu items, special events, and holidays, etc. Teachers and Administrators will also send home various communications as needed.

Please do your part to keep us informed, as well. If there are unusual circumstances at home – illness, a traveling parent, a late or restless night, for example – mention it, write a note, or email it to the Director or your child's teacher. The information will be handled confidentially and will give insight to possible "rough spots" in your child's day.

We always appreciate your insights, comments, questions, and concerns, but drop off and pick up are busy times. If you need to talk to one of our staff at length, please call at an appropriate time or schedule a conference.

RE-ENROLLMENT

When you enroll your child at FBA-EE, it is for the calendar school year. You will receive instructions in January as to re-enrollment procedures for the new year. Children wishing to withdraw for summer months must follow withdrawal procedures.

GENERAL

MEALS

If here for the full day, your child will be served a nutritious lunch and two snacks daily. Preschoolers present for the morning programs will receive one snack. Note - if food allergies are present, please note concerns on the Medical History Form and communicate this information during the family interview.

REST TIME

Full time students have an opportunity to rest each day. A cot will be provided for children beginning at the age of twelve months. Parents will need to supply a sheet and small pillow (if desired) and blanket (required). These items will be sent home on Fridays to be laundered. All items must be placed and zipped securely in the school-issued tote bag. If the child wishes to bring a small stuffed animal for rest time, it must fit into the zipped tote bag. If a tote bag is lost during the school year, a new one must be purchased at a cost of \$10 to the parent.

TOYS

Toys should be left at home unless special permission is granted by a teacher for events such as "Share Day." During such events, toys must be stored in cubbies until the teacher-appointed time.

SCHOOL PICTURES

Children have opportunities for school pictures to be taken during the year. Group pictures, by class, are also taken. Notifications will be given a couple of weeks in advance of the picture date, and order forms will be sent home. If you choose to participate, orders should be placed at the time pictures are taken.

LOST AND FOUND

Lost articles may be reclaimed in the FBA-EE office. Items in Lost and Found that are not labeled with students' names will be sorted and distributed to areas of need at the end of every month.

SPECIAL EVENTS

PARTIES/GIFT-GIVING

A child's birthday is very special. Students who wish to celebrate their birthday may bring a snack for the entire class for lunch or snack time. Please contact your child's teacher in advance. School parties are not an occasion to exchange gifts; however, treats and party favors are acceptable at the end of the day or at another time designated by the teacher as long as each child in the class receives one.

No personal party invitations are to be distributed at school unless every child in the class receives one or all students of the same gender receive one. Our goal is that no child would feel excluded by his/her peers from any such gathering.

Flowers and/or gift baskets/balloons may not be delivered to students during class on any school day or at any school-sponsored event or program. Any deliveries may be picked up in the Early Education office.

First Baptist Academy does not celebrate Halloween. Decorations depicting witches, skeletons, jack-o-lanterns, and haunted houses are not permitted on campus.

First Baptist Academy celebrates Christmas as the blessed occasion when Jesus, God's Son, came to the earth as a baby. Through His life, death on the cross, and subsequent resurrection, those who place their faith in Him are saved for all eternity (John 3:16) from the penalty of sin which is eternal hell and separation. As such, our activities, parties, and projects should draw attention to Jesus, not man. Gift exchange among students will not be held. Teachers will be directed not to open student gifts in front of the entire class, in order to avoid any hurt feelings by students who may not have been able to purchase a gift for the teachers.

SHARE DAY

Beginning in Preschool 3 classrooms, children will enjoy participation in Share Day each Friday. Items should reflect the weekly theme or letter of the week as specified by the teacher each week.

Share Day items should never include weapons or other materials that depict or portray violence, disrespect, or rudeness, nor advertise items or behavior inappropriate for young children.

TEACHER APPRECIATION WEEK

Teacher Appreciation Week will be celebrated annually. Please see the calendar for specific dates. All activities during the week will be coordinated by the FBA Administrators and shared with families well before the event.

GRANDPARENTS' DAY

First Baptist Academy believes family involvement in children's educational experiences is important. Grandparents' Day was organized to honor the significant role that grandparents play in the lives of children and to give them a peek at their grandchildren's school lives. Held annually, Grandparents' Day includes a reception, classroom visit, and special activities during the morning.

PRE-K GRADUATION:

At the end of the school year, First Baptist Academy Early Education will have a Pre-K Graduation. This is a very special time for children and parents. A graduation gown will be provided for each child to wear the evening of the ceremony. The cap and tassel will be yours to keep at the end of the evening. Graduation fees are required. Information will be distributed beginning in April.

PARENT INVOLVEMENT

VOLUNTEERS

Parents are always welcome at school as an observer and/or a participant in a special activity. During the early weeks of school, we discourage long visits as they disrupt the bonding of children to each other and their teachers, but there are many opportunities throughout the year for you to help in the classroom or in a general way at school.

Most often, it is best to arrange your visit at school with the teacher or Director. Please do not bring siblings when you come to observe or assist. Make the time you spend at school special for your child. In addition, it is difficult to focus on the children and task at hand while giving adequate supervision to younger children. Our classrooms and playground are set up for specific age groups and activities. Materials and equipment accessible to the children may not be safe and/or suitable for other ages.