

**2021-22**



**PRESCHOOL STUDENT HANDBOOK**

Policies/Procedures

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Welcome to First Academy! Our school is a ministry of First Baptist Church Rogers and is designed in to

provide early Christian education and child care that is developmentally appropriate to shape, nurture and mold children in preparation for kindergarten.

The information in this handbook is a handy reference on the policies and procedures implemented within the program to provide the best and safest learning environment for your child.

As a staff we recognize that family and home are the most significant influences in the child's life. We believe that it is the partnership between family and home that make preschool the best experience for your child. Through communication with your child's teacher (via text, email, and handouts and newsletters) it is our desire to establish a strong relationship with parents.

We are here for you at any time! We look forward to a great year working together on behalf of your child!

Serving you,

Staff of First Academy

## Early Childhood Education Philosophy

Our purpose is to provide early childhood learning experiences based on Biblical principles, to enrich your child's learning process, to supplement and foster home learning, and to help each child make a smooth transition between

home and elementary school. First Academy is a ministry of FBC Rogers with the mission of providing a positive experience with adults who care about the whole child and his or her family.

## **Philosophy**

The mission of First Academy is pursuing academic excellence while growing in the grace of God's Word so that we may engage our community with the saving knowledge of Jesus Christ. We teach many Bible stories and their basic truths. Each child is a unique and valuable individual created in God's image for His purpose, and the youngest child can praise and glorify our Creator and Lord and Savior. We believe that each child has a unique, divinely created timetable for development; we should neither force nor prevent a child's development and learning but should nurture and encourage the developmental process at its own rate. When a child is ready to learn, our program is prepared to teach him/her without delay.

We believe education should be introduced gradually throughout early childhood rather than cataclysmically at the age of 6. "For it is precept upon precept, line upon line, here a little, there a little." Our program reflects our philosophy of gradual entry into the world of formal schooling, society and independence. Research has shown that a good preschool education does in fact prepare a child for school, and the children who have been to preschool usually adjust to school more readily and enjoy it more. Our aim is not only to provide your child with the best preschool experience available but also help parents to set up a schedule that works best for your family. We want you to consider us an extension of your family helping you in any way we can.

## **Diversity**

First Academy's values and cherishes the differences of every student, family, and faculty member. Diversity in our student body, families, and faculty develops thinking that values alternative viewpoints and is sensitive to ethnic backgrounds, feelings, individual physical characteristics of others, as well as God-given talents and abilities.

First Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Embracing and capitalizing on the differences God has created in all of us enhances our school and church community at First Academy. Diversity is God's gift and tool given to people that they might know Him better and experience life as He designed it. We look to His Word for the basis and context of the meaning of diversity to define the different parameters of gender, race, age, culture and economic status.

Regarding gender and race, we are ALL created in the image of God and are created individually as "male and female." Genesis 1: 27 "And God created man in his own image... male and female he created them."

Regarding age, We are created for HIS purpose and glory. Psalm 139:13-14 "For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made."

Regarding one's culture, God shows no partiality. Galatians 3:28 "There is neither Jew nor Greek, there is neither slave nor free, there is no male and female, for you are all one in Christ Jesus." Acts 17:26-27 "And he made from one man every nation of mankind to live on all the face of the earth, having determined allotted periods and the boundaries of their dwelling place, that they should seek God, in the hope that they might feel their way toward him and find him. Yet he is actually not far from each one of us."

Regarding economic status, Mark 12:41-44 refers to the stewardship responsibility associated with the material wealth and possessions that He provides to each person. God owns it all!

Regarding marriage, we align with the Bible's teaching that marriage is between a man and a woman. Genesis 2:24 "This is why a man leaves his father and mother and bonds with his wife, and they become one flesh."

## **ADMISSION AND REGISTRATION**

To enroll as a 3-year old, your child must turn 3 by September 1 of the school year and be toilet trained. To enroll as a 4-year old, your child must turn 4 by September 1 of the school year. In order to enroll in the Bridge program, a student must turn 5 by September 1 of the school year AND have attended First Academy (or another comparable) PK3 and PK4 program in previous years.

## **Preschool Curriculum**

Abeka early literacy curriculum along with ACSI Bible curriculum work in tandem to lay a foundation providing our preschool students opportunities to learn about God's world and how to live in it. Activities which cultivate the physical, mental, social, emotional, and spiritual development are introduced and implemented based on thematic topics for the purpose understanding God, Jesus, the Bible, the church, self, others, and the natural world. Teachers plan individual, small-group, and large-group activities which will meet the specific needs and interests of each child.

Along with foundation forming curriculum for preschool and early childhood education is the addition of the movement lab called, "Ready Bodies, Learning Minds." This program offers a powerful approach to sensory integration, motor learning, and academic success. The activities are designed to stimulate and develop the reflex, tactile, proprioceptive, vestibular, and visual and auditory systems. The goal for the program is to help children develop the skills necessary for learning readiness and mastery of their environment. Although many of the skills are motor based, handwriting, sitting still, paying attention, speaking, and behavior are all performances based on a child's ability to maneuver and function in his environment. The more aware he is of his environment and the more he learns about the sensations of his own movement, the better he can control himself and accomplish tasks.

### **Arrival and Dismissal Policies**

Drop off for preschool is 8:00 – 8:15 a.m. Please make every effort to arrive on time. Valuable class time is missed when students are late. All preschool parents will park in the parking lot and walk your students to the door. NEVER leave your car in the driveway please. At the entrance of this multi-purpose space, parents will sign their student in on the alphabetized list and leave their child. Please make every effort to bring your child on time since important teaching begins when students go to their classes, and late arrivals are a disruption.

Preschool students may NOT be dropped off before 8:00 a.m. If the child has an older school-age sibling, they may NOT be dropped in the Elementary/Middle School early drop-off unless special permission is given by administration.

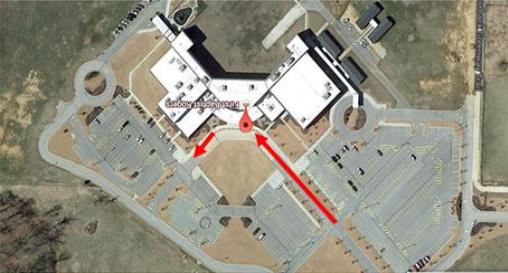
### **Pickup Procedures**

Preschool 3-year-olds:

11:15 a.m. – 3's will be picked outside the school entrance.

Preschool 4-year-olds and Bridge:

11:30 – 11:45 a.m. Carline pickup at the front of the church circle drive. All preschool staff will be involved in this dismissal with the exception of after school care teachers who are taking lunch break from 11:30 – 12:00. Please see the following diagram that outlines the flow.



Preschool Siblings:

If a 3-year-old preschooler has an older sibling in 4's or Bridge, the younger 3's sibling will be taken to the carline at 11:30 to be checked out and loaded with their older sibling.

Early Checkout:

If a student needs to be checked out rather than picked up in the car line, he or she will need to be checked out before 11:10 a.m. at the school entrance where the students will be walked to after school classrooms. They may NOT be retrieved from the teacher as the students are walking to the car line destination. Students picked up after 11:45 will be charged for after school care.

Carline Safety:

For safety, do NOT pass other cars in the car line. Also, we want to remind you that CELL PHONE use is NOT permitted in the car-line or the parking lot. Parents must ensure that children are within safety restraints before leaving the car line.

Signing In/Signing Out

You will need to sign your child in and out of the school each day. A sheet will be provided. Please place your initials and time for check-in and check-out. We believe that safety is the utmost importance. We will only release the child to parents or guardian unless you have given us written notice/permission to release your child to someone. This can be in the form of an email to your child's classroom teacher. You will be given a form to identify the names of individuals who have permission to pick-up your child. Until we know them, they will be asked to show their driver's license at the time of pick-up. All parents who are picking up their child in the car-line will be issued a car tag with their child's name. It will have a school emblem sticker adhered to the car tag to help us identify the car tag was issued by the school. If you should need an additional car tag, you may purchase them for \$1.00 each.

## School Hours

The full day session for 3's is from 8:00 a.m. to 11:15 a.m. The full day session for 4's and Bridge is from 8:00 a.m. – 11:30 a.m. The afternoon extended-care session is from 11:45 a.m.– 2:45 p.m. Students picked up after 3:00 p.m. will be charged \$1/minute. The extended care is optional and requires a separate deposit and service fee. It is important for preschool students to arrive on time since critical teaching time starts at the beginning of class.

## Orientation to Family

As the "BIG DAY" draws near, some students may be apprehensive about their new adventure. They may be a little homesick, develop an "ailment," or just cry! Please try to bear with them as they adjust. Do not keep them home. The sooner that they see everything will be fine, the sooner the tears will end. If your child is having difficulty, please feel free to schedule a time to visit with your child's teacher or communicate with her through some other method. We want to work with you in the way that is best for you and your child.

### Clothing

Please dress your child in comfortable clothing that you would not mind getting paint, dirt, food, etc. on. We will have a great time and it may show on our clothes. Send your child in clothes that he/she can independently manage. Your child should have a change of clothes in his or her backpack in case of an emergency. Think about the weather as you dress your child. Students will be outside, weather permitting. Jackets or sweaters are always a good idea. Tennis shoes are best for safety. **Students will wear their chapel shirt on chapel day. This is the dress-code.** It is not optional.

### School Shoes

Jellies are cute.  
Sandals are cool!  
Swim shoes are neat...  
For a backyard pool.  
But....

When coming to school  
Where we jump and run  
Tennis shoes, please,  
For safety and fun!  
~Betty Koch

#### Items to be Provided by Parents

Your child will need a backpack. It should be large enough to hold a two-pocket folder, change of clothing, and (if staying in extended care, a small fitted crib sheet and blanket). The folder will need to be checked daily for communication from the teacher. Also, every student will bring school supplies upon enrollment to the school. A school-supply list will be provided to the parent/guardian.

#### Newsletters or Emailed Newsletters

Your classroom teacher will communicate weekly by email or through a newsletter in your child's folder. Please check these for information about the upcoming week. The newsletters will provide you with information about what your child is doing in class and what events may be going on in school. Weekly school-wide emails will also be sent by administration.

#### After School; Extended Care Session

If your child is staying in after school extended session, you will need to send a packed lunch. The after-school session is less structured. Students will eat lunch, play outside for an extended time, take a rest on a rest mat that we will provide, and play in learning centers. They will also generally have a craft learning activity. Please provide a crib fitted sheet for the nap mat. Also, provide a small blanket. The items will be sent home each day back and forth in the backpack.

#### Personal Toys

We have many exciting toys for the children. We ask that the students leave their personal toys at home. The preschool is not responsible for any toy or article brought from home.

#### Parent Conferences

Formal parent conferences are held in the second semester. Parents will be notified at the time so they can sign up to attend. This is a time to discuss your child's progress through the school year. However, if there are any concerns along the way, please feel free to schedule a conference at any time you feel is necessary throughout the school year. Our teachers and staff are always happy to meet to discuss the developmental needs of your child.

#### Holiday and Birthday Parties

We will have a Harvest, Christmas, Valentine and Easter party. Each classroom will have a home-room mother who will coordinate the parents in a volunteer

effort to provide the food and games. Birthdays are special and important occasions. You are welcome to coordinate with your child's teacher to share treats (store-bought) in the class.

## **Program Policies and Fees**

### Fees

Tuition payment is due by the 10<sup>th</sup> of each month. Charges for after-school extended care will be added to the monthly tuition fees. Preschoolers need to be picked up no later than 3:00 p.m. A fee of \$1/minute will be charged for students picked up after 3:00 p.m. Monthly tuition fees for after school care will be charged September – May. There will be a one-half month after school care tuition fee for August. More than three late pick-ups per semester may result in dismissal of your child from the after-school extended care program.

### Unscheduled After School-Extended Care

Any additional or unscheduled days are considered “drop-in” days. These must be approved by a verbal phone call to the school office for the day in need. Drop-ins will be permitted based on space availability and staff. The fee will be applied to the student's account.

### Notification of Changes

It is the responsibility of the parent to notify the school of any changes in information provided on the enrollment form. We must have current address, phone number, etc. Please put any new information in writing and give it to the teacher or to the assistance preschool director in the office. Changes should be made as they occur.

## **Illness, Injury, and Absence Policies**

### Illness

If the child becomes ill at school, parents or a person designated by the parents will be called and asked to make arrangements for the care of the sick child. Any child who has symptoms of illness such as fever (over 100.0F), vomiting, diarrhea, coughing, sore throat, etc... should not be sent to school. The Health Department prescribes that the child not return to school until fever free without fever reducing medication for 24 hours and/or 24 hours after the last episode of vomiting or diarrhea.

### Communicable Diseases Policy

Children with contagious or infectious diseases will be excluded from school for the period of time that they are liable to transmit the disease to others. The principal may require an examination by a physician to determine the diseased

condition and the liability of transmitting the disease. The period of exclusion for contagious or infectious disease will be as follows:

**Chicken Pox:** until all blisters have dried into scabs

**Pink Eye:** Until appropriate treatment has been initiated or discharge from the eyes has stopped. Children may return 24 hours after the start of antibiotic treatment.

**Impetigo Contagiosa:** Until 24 hours after treatment has been initiated

**Mumps:** Until 5 days after swelling begins unvaccinated students and staff excluded, if 2 or more cases of mumps occur excluded for 26 days after onset of parotid gland swelling in last person with mumps.

**Head lice:** Until 1<sup>st</sup> treatment is completed and no live lice are seen

**Whooping Cough:** Until 5 days after appropriate antibiotic treatment begins, if untreated exclude for 21 days after onset of cough

**Ringworm:** Until treatment has been started or if unable to cover until 24 hours after treatment has started, no gym or other close contact activities until 72 hours after treatment has begun or the lesion can be completely covered

### Injuries at School

The school attempts to provide an environment in which the child will be safe from accident and injuries. If a minor injury occurs, first aid will be administered. If the injury is serious, the school will notify the parent or someone designated by the parent. The parent or designated person will be asked to assume responsibility for securing further treatment for the injured child. Documentation is completed by the teacher in supervision when a major injury occurs. Parents will be given a copy of that documentation.

### Absences

Attendance is tracked with every child. If your child is going to be absent from school, please call the office (479-878-1052) and leave a message with the assistant or the voice-mail, or email the teacher about the child's whereabouts and when they are expected to return to school. If your child has a contagious illness, please let us know this also.

## **Behavior Management**

Purpose of Behavior Management:

- Provide a safe learning environment for all students
- Help a child to develop responsibility and self-regulation behaviors
- Create a caring community of learners

#### Behavior Management Steps and Guidelines for Staff:

- Teachers set clear, consistent, and fair limits for students' behavior.
- Teachers hold children accountable to standards of acceptable behavior.
- Teachers engage in establishing rules.
- Teachers redirect children in more acceptable behavior or activities.
- Teachers frequently remind the child of rules, model expectations prior to expected behavior or activities.
- Teachers listen to and acknowledge children's feelings.

#### Behavior Management Techniques Used by Staff:

- Teachers establish personal relationships with children.
- Teachers adapt responses to the needs of the individual.
- Teachers continually observe children's interactions.
- Teachers are alert to signs of stressful situations for children and use effective strategies to reduce stress.
- Teachers foster children's collaboration with peers.

Disciplinary action will be taken for infractions of school policy and rules. These may include appropriate classroom discipline (losing a privilege in the classroom), visit with the principal, conference with the parent and student, home suspension, or a final resort of expulsion.

1. The student will be redirected by the teacher and/or moved to another place in the classroom away from the trouble spot.
2. Time out will be given. Time out is a loss of privilege.
3. Teacher and student will have a private discussion. Teacher will communicate with the parents to explain the child's poor choice of behavior. A copy of the communication will be sent to the principal.
4. Student could be sent to the principal for additional consequences.

Positive Behavior Reinforcement System with Students and Communication with Parents: (Per DHS Minimum Licensing Requirement 501:6, Posted group behavior charts shall not be used. Individual behavior charts that are not viewable by children and individual charts used by therapists are allowable.)

In accordance with the minimum licensing requirements, our preschool will incorporate the Dojo system to provide positive reinforcement to children and communication with parents on the progress of their child in each classroom during their morning preschool session. Teachers will communicate during the parent orientation evening how the class dojo system works.

What is Classroom Dojo? Teachers can encourage students for any skill or value — whether it's working hard, being kind, helping others or something else. It is private messaging between teacher and parent. Dojo is a digital means of instantly sharing photos, videos, announcements through any device such as the computer, ipad or phone.

Recurring Serious Behaviors:

Behaviors of a serious, recurring nature which may jeopardize the safety of the children attending First Baptist Christian School will lead to the dismissal of that student from the program.

### **RESOLVING DIFFERENCES/CONTACT INFORMATION**

Parents should make efforts to resolve differences and concerns with the preschool teacher first. When circumstances are not resolved with the preschool teacher, parents should address the concerns with the principal.

In accordance with the Arkansas Department of Human Services, parents have access to the following materials: child abuse and neglect policies and procedures and student developmental records. The main office maintains records for employees and students. Please make request to the teacher to review your student's file.

#### **Contact Information:**

School Office – 479-878-1052

Ms. Lisa George, Administrative Director, [lisa.george@fbcsnwa.org](mailto:lisa.george@fbcsnwa.org)

### **TUITION AND AFTER SCHOOL CARE FEES**

#### **Tuition Fees:**

GRADE	MONTHLY TUITION
<b>PK3</b>	\$247
<b>PK4</b>	\$300
<b>Bridge</b>	\$335

Kindergarten – 5 <sup>th</sup> Grade	\$450
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Fees are charged for the months August – May and are due by the 10<sup>th</sup> of the month unless you have chosen an auto-draft for the 15<sup>th</sup> of the month.

**After School Care Fees:** (Drop-In Fee \$17/day)

**PRESCHOOL AFTER SCHOOL CARE**

1 Day/Week	\$55/month
2 Days/Week	\$93/month
3 Days/Week	\$130/month
4 Days/Week (M – Th)	\$165/month

**DELINQUENT ACCOUNTS:**

After an account is declared to be delinquent (15 calendar days after due), the family will be notified that they have 30 days to work out an acceptable payment plan with the administrative staff or pay in full. After the 30 days, if a payment plan acceptable to administration or complete payments is not received, the student(s) will be dismissed from First Academy.

If a student withdraws early, no tuition or after school care fees are refundable.