

# Parent Handbook

## Jacob's Ladder

Kindergarten, Preschool & MMO

First Baptist Church of Acworth  
4583 Church Street  
Acworth, Georgia 30101

Children's Weekday Ministry

2011 - 2012

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# 2011 - 2012

## Kindergarten & Preschool Program

Dear Kindergarten and Preschool Parents,

Welcome to Jacob's Ladder Kindergarten, Preschool and Mothers Morning Out Program. We are very excited as we celebrate 12 years at First Baptist Church of Acworth, and we look forward to sharing it with your child.

Our handbook has been put together for you to use as a reference throughout the school year. It is a guide to the policies and procedures of our Preschool Program. Please take time to review it carefully.

Thank you for trusting your child with us. We pray that our program will meet the needs of you and your child. If you have further questions, please contact me and I will be happy to answer them for you.

Jacob's Ladder welcomes all children and does not discriminate because of race, religious, physical, or mental differences. However, our facility and equipment may not meet the needs of some students.

In Christ,

Jamie Azar  
Jacob's Ladder Ministries

**First Baptist Church of Acworth**  
**Children's Weekday Ministry**

**Jacob's Ladder Kindergarten,  
Preschool & MMO**

**Purpose**

Our Children's Weekday Ministry Program is designed to meet the spiritual, physical, social, intellectual and development needs of each child. It is designed to be a safe, sanitary, fun and comforting place for the children who are enrolled. Our goal is to provide a happy, loving, Christian environment where the children have hands on, age appropriate and spiritually lead activities planned by a loving and Christian staff. We hope to encourage and establish meaningful relationships among the children, to enhance and strengthen creative talents and to teach respect and love for others while sharing God's love and words with the children.

**Philosophy**

The activities and decisions made for our Children's Weekday Ministry is always based on what is in the best interest of the children. Christian consultation, guidance and prayer are earnestly sought while making decisions and plans. Spiritually, we teach the children that God loves them always and that He has created a big, beautiful world for us to explore. Each child has different strengths, interests and skills that need nurturing and developing. So, we provide a diverse range of activities that are success oriented and focus on building a positive self-esteem for the child. While the typical academic achievements are of concern, our focus is to create an environment where a child is not pressured to know his/her ABC's or 1-2-3's, but is given the opportunity to develop the necessary readiness skills for entering the educational system. The selections of basic academic skills taught in the classrooms are made on an age and developmentally appropriate guidelines.

## *Objectives*

Our Children's Weekday Ministry program objectives are as follows:

**SPIRITUALLY:** To help your child:

- grow in the knowledge and love of our Lord Jesus Christ,
- develop happy, wholesome feelings about church,
- grow in the knowledge of Bible stories, songs and verses,

**SOCIALLY:** To help your child:

- grow in his/her ability to work and play with others,
- respect the personal and property rights of others,
- become more friendly, thoughtful and helpful,
- develop kindness, cooperation and courtesy.

**PHYSICALLY:** To help your child:

- establish desirable health and safety habits
- strengthen and coordinate the body through play and creative movement.

**INTELLECTUALLY:** To help your child:

- progress at his/her own rate of learning,
- encourage him/her to think independently and to solve problems.

**EMOTIONALLY:** To help your child:

- gradually mature in emotional response to the situation.
- properly express emotional responses,
- face and overcome any emotional fears or anxieties,
- build a positive self-esteem, self-confidence and self-image.

## **Faculty:**

Each class is staffed with a Christian teacher and an assistant who are trained in Infant/Child CPR. Our staff sincerely cares about each student and we plan very carefully for each child to meet with success and enjoy learning each year.

## **Arrival & Departure:**

### **KINDERGARTEN Arrival: 8:15 AM**

Our kindergarten day begins at 8:30am sharp. It is important to have your child to school on time each day.

### **PRESCHOOL Arrival: 9:15**

Our Preschool and Mother's Morning Out day begins at 9:15am. You may choose to walk your child into his/her class, or utilize our car line drop off. Car line is offered from 9:15-9:30 am each morning. If you arrive after 9:30, please park your car and walk your child to his/her classroom. ***Please do not block the driveway.***

### **Dismissal: PRESCHOOL 1:15 - 1:30 PM**

#### **KINDERGARTEN 1:30 pm**

Carline begins promptly at 1:15. Again, you may choose to park and walk in to pick up your child, or come through car line. If you are going to be late picking up your child, please notify the church immediately. If your child is not picked up by 1:30, they will be brought to the Directors office to wait for your arrival. **After 1:30 PM a late fee of \$1.00 per minute will be charged. Note: *If someone is habitually late, the child may be dismissed from our program.***

If you plan to pick up your child early (ex: doctor's appt), please notify your child's teacher in advance in order for her to prepare your child for dismissal. ***You will need to check in with the Preschool Office when you come in early.***

If someone other than a parent will be picking up your child, a written note is required to release that child to that person. *This person must be listed on your emergency contact sheet.*

Please give the note directly to your child's teacher or a staff member in car line. The note should contain the child's name, date, and the name of the person who will be picking up your child. That person's picture ID and/or driver's license will be checked by the teacher and/or Director before a child is released. This is for your child's safety.

***PLEASE DRIVE SLOWLY THROUGH THE  
PARKING LOT & DRIVEWAY!***

**Car Line is offered from**

**PRESCHOOL                    9:15 – 9:30 am and from 1:15 – 1:30 pm**

**KINDERGARTEN            8:15 - 8:30 am and from 1:30 - 1:40 pm**

Car line is offered for your convenience. You will receive car line instructions prior to your child starting school. Please drive **slowly** and **carefully** while you are on school property. You will be provided a card with your child's number to display in your car for pick-up of your child. If you are picking your child up early, or need to talk to your child's teacher, please park in the parking lot and walk into your child's classroom. ***Please do not hold up car line to discuss your child's day with his/her teacher. Cell phone use is discouraged in car line.***

Morning Car Line: For the safety of your children, please do not allow students out of the car without a Jacob's Ladder Staff member holding their hand.

Afternoon Car Line: Please remain in your car and pull forward to Presbyterian Church parking lot to buckle children in. This allows car line to move smoothly.

**For safety purposes: Please do not use car line if you have a dog in your vehicle. Also, we ask that you do not allow your child to "drive" in your lap in car line. Cell phone use is discouraged while in car line.**

## **Tuition:**

The Weekday Education program is a non-profit organization supported by the registration and tuition of its students. Please note the following regarding payment of tuition during the school year.

- (1) Tuition is figured as an annual fee. It may be paid in full at registration or in nine equal monthly installments. If you choose to pay your tuition in full, a 10% discount will be given. Only one discount per child. ***Note: Kindergarten tuition runs 10 full months.***
- (2) Tuition is due on the first day of the month that the child attends our program. The tuition fee is the same for each month of August through April regardless of the number of days your child attends due to illness, vacations, or scheduled school closing. Consideration will be given to those children who may have an extended illness requiring hospitalization and recuperation. Tuition envelopes are sent home monthly as a reminder of payment due. Requests for tuition consideration need to be discussed with the Director.
- (3) Tuition fees are to be paid promptly, but no later than the 15<sup>th</sup> of each month. After the 15<sup>th</sup> of the month, a tuition notice will be sent home. Late tuition will result in a \$10.00 late fee charge. If a tuition fee check is returned by the bank for non-availability of funds, a service charge will need to be paid to cover the cost of reprocessing the check. Tuition payment problems need to be discussed with the Director as soon as possible.  
*Checks should be payable to: **Jacob's Ladder Preschool***
- (4) The tuition fee may change from year to year based on the program development and staffing requirements.
- (5) Non-payment of fees – any account as much as thirty days in arrears will make the child subject to suspension until payment is received.

## **Tuition Fees for 2009-10**

These are tuition fees only and do not include the one time, non-refundable Registration Fee.

<b><u>CLASS</u></b>	<b><u>MONTHLY</u></b>	<b><u>ANNUALLY</u></b>
<b>MMO (Toddlers)</b>	<b>\$ 135 .00</b>	<b>\$ 1215.00</b>
<b>2-Day/Week (2 &amp; 3 Yr Olds)</b>	<b>\$ 135.00</b>	<b>\$ 1215.00</b>
<b>3-Day/Week (3 Year Olds)</b>	<b>\$ 150.00</b>	<b>\$ 1350.00</b>
<b>4 Day/Week</b>	<b>\$ 175.00</b>	<b>\$ 1575.00</b>
<b>5 Day/Week</b>	<b>\$ 195.00</b>	<b>\$ 1755.00</b>

### **KINDERGARTEN**

<b>FBCA Members</b>	<b>\$ 285.00</b>	<b>\$ 2850.00</b>
<b>Non-FBCA Members</b>	<b>\$ 300.00</b>	<b>\$ 3000.00</b>

### **Supplies:**

Jacob's Ladder supplies all school and craft supplies for our students.

Each child will be required to provide a backpack or tote bag large enough to accommodate a change of clothes, lunch box, school papers and crafts. (*Standard size backpacks work best.*) Each child will need one complete change of clothes to be kept in their backpack for emergency use (please include socks). Each child in our program should bring in an old (labeled) shirt or paint smock to be used for craft activities.

### **Snacks:**

Snacks are typically provided by parents on a rotating basis. However, some of our Four Year Old classes have elected to have students bring individual snacks daily. Each teacher will send home a calendar with a schedule showing your child's snack day. In the event that your child is out of school on his/her snack day, Jacob's Ladder will provide the class with a snack. We ask that you provide a healthy snack of fruit, crackers, cheese, etc. Cookies or snack cakes are fine, but please try to avoid anything too sweet or gooey. Homemade goodies are always welcome. Fruit juices, juice boxes, etc., are all fine. **Please be sure to list any food allergies on your child's information sheet.**

Jacob's Ladder will provide snacks for our Mothers Morning Out children. We will serve either water or juice with the snack.

**\*\*\*Food allergies are posted in classrooms for teachers/substitutes to see\*\*\***

Please do not send your child to school with chewing gum or food in hand. *Breakfast should be eaten at home prior to coming to school.*

### **Lunch:**

You are to provide a lunch for your child. The lunch needs to be foods your child would normally eat at noon. **We are not able to heat food items in the microwave**, so please do not send things that require heating. Also, please do not send foods that are a choking hazard: whole grapes, hot dogs, popcorn, or nuts. Please avoid red or grape beverages or soft drinks, and no gum please. Be sure your child's name is on his/her lunch. Our staff will encourage students to eat his/her lunch prior to eating sweets that are packed.

### **Clothing:**

We recommend that children wear play clothes that are practical, comfortable, and washable. Girls: Please put tights, shorts or pants under girl's dresses & skirts. Please be sure that skirts are no shorter than fingertip length. Tank tops are discouraged, unless covered by a jacket or blouse.

**Tennis shoes are best for their feet. For safety reasons, Flip flop will not be allowed at school.** Open toe shoes are discouraged due to the mulch on the playground. If open toe shoes are worn, they must have a strap across the heel to ensure security. Shoes must be worn at all times during the school day.

Your child will need warm, removable clothing for outside wear. We will go outside everyday unless the weather is too bad, so please send appropriate clothing. Any piece of clothing that your child might take off at school (sweaters, coats, hats, gloves, etc.) should be clearly marked with your child's name.

### **Toys:**

Please do not allow your child to bring toys, stuffed animals, etc., to school except on days designated for "show and tell" or "Letter Box" by the teacher. If a child comes to school with toys from home, these toys will be placed inside their backpack prior to the child entering the classroom.

### **Holiday Parties:**

We will have a Christmas Party and an Easter Party. End of the year activities will be determined by age level. Other holidays or special events (i.e. Valentine's Day, birthdays) may be celebrated with a special snack.

### **Birthdays:**

Student birthdays will be celebrated as close to their birthday as possible. You may send in a special snack on your assigned snack day; however, please do not send in goodie bags, lunch for the class, etc. Birthday candles may not be lit at preschool. Invitations to birthday parties should be handed out with discretion if the entire class is not receiving them. This way we can avoid tears due to hurt feelings.

### **Accidents:**

If a minor accident occurs at school, the staff will administer first aid and you will receive a note home from the teacher. If medical attention is required, the staff will call the local emergency service, which will transport the child to the local hospital. You will be contacted immediately. Please be sure to notify us of any phone number changes immediately.

### **Emergency Numbers:**

When you are not at home during school hours, it is important that we are able to reach a person of your choice should your child become ill or hurt. Please list these people on your child's information form. **Be sure our records are kept updated as phone numbers may change.**

### **Health & Safety:**

#### **PLEASE READ CAREFULLY:**

We need your cooperation in helping prevent the spread of communicable diseases. For your child's protection and the protection of the other children, you should keep your child at home if they have shown any of the following symptoms in the last 24 hours:

- (1) fever greater than 99.9 degrees
- (2) flushed face, sore throat
- (3) nausea, vomiting, diarrhea
- (4) ear discharge, severe & persistent coughing, ear aches, enlarged glands
- (5) greenish-yellow discharge from nose, red or discharging eyes, skin rashes, etc.
- (6) persistent, heavy coughing
- (7) pink-eye
- (8) other obvious signs of illness

Any child exhibiting the above symptoms should not be with other children until the symptoms are not present for **24** hours. We will contact you if your child becomes ill at school and request you make arrangements to pick them up.

### **Medication:**

We will give **no** medication at school. It is best that a child who needs medication during school hours be kept at home.

**Exceptions:** EpiPens and Inhalers must be approved by Preschool Director prior to bringing them to Preschool. They will then be kept in the teacher's emergency backpack in order that they are out of reach of students.

Your child's health and immunization form (#3227) must be kept up-to-date and on file in the Director's office. We must also have signed permission for emergency treatment. It is very important to keep update emergency numbers on file and to keep your cell phone on when your child is at school.

### **Messages:**

Please send all messages to the school in writing, as verbal messages are not always dependable. Please remember teachers are in their rooms from 9:15am until 1:15 pm and cannot answer the phone unless it is an emergency. You may leave a message at the office and your teacher will call you as soon as possible. If you need to call during car line hours, please leave a voice mail for the Director at **ext. 227**. Voice mail will be checked each day immediately following car line.

### **Kindergarten Assessments:**

Our grading period will be on a 7 week basis. At the end of each seven week period, you will receive a progress report for your child. This will allow you to keep track of how your child is progressing in class. Assessments will include academic progress as well as social skills. Parent/Teacher conferences will be scheduled during the fall season, and the spring. If you or your child's teachers feel that a conference is necessary, the school administrator should be contacted and arrangements will be made.

### **Discipline Policy:**

Our objective is to structure a classroom environment, including a daily schedule and planned activities that allow students to grow and learn self control and responsibility.

When discipline becomes necessary, we start by gently reminding or explaining to the child what is acceptable and give the child the opportunity to correct his/her own behavior. Then redirection is used with the child offering an alternate activity to the child. If the inappropriate behavior continues, the child is separated from the group within the classroom. If this "timeout" within the classroom does not affect the behavior, the child is removed from the classroom and taken to the director's office. A parent may be called at this point if the director feels the need for input or assistance in determining the most effective way to handle the behavior.

In the interest of safety for all students, any behavior that a teacher deems dangerous to the child exhibiting the behavior or dangerous to other children in the classroom will be cause for immediate removal from the classroom and a trip to the director's office. Extremely disruptive, destructive, or dangerous behavior will be cause for dismissal from program. In this case, any prepaid tuition (for that month) will not be refunded.

### **Withdrawal From Program:**

If it becomes necessary to withdraw your child from the Preschool and/or Mother's Morning Out program, written notice is required to be given to the Director, along with payment for the notice period. Re-enrollment will be possible only if openings are available.

### **Reasons a Child will be sent home for the day:**

The parent of any child who has been crying nonstop for an extended period of time will be called to pick up their child.

- (1) A child who is sick will be sent home.
- (2) A child whose behavior is harmful or extremely disruptive to the class or disrespectful to the teacher will be sent home for the day.

### **Reasons for dismissal from the program:**

- (1) Non-payment of fees - any account as much as thirty days in arrears will make the child subject to suspension until payment is received.
- (2) Extremely disruptive, destructive or dangerous behavior of a child in the classroom will be cause for dismissal. See discipline policy.
- (3) Repeated tardiness in picking up a child from school can result in dismissal from the program.

## **OTHER MINISTRIES OF FIRST BAPTIST CHURCH OF ACWORTH**

### Sunday Morning Worship Schedule:

9:30am	Sunday School (Babies thru Adult Classes)
10:45am	Worship Service Preschool Worship Children's Worship

### Sunday Evening Worship (child care provided)

5:30pm

### Wednesday Evening (nursery provided)

6:00pm	Student Ministry (7 <sup>th</sup> -12 <sup>th</sup> grade)
6:00pm	AWANA (age 3 thru 6 <sup>th</sup> grade)
6:00pm	Mid-week Bible Study

Adult Choir

Preschool and Children's Ministry

Youth Ministry

Women's Ministry

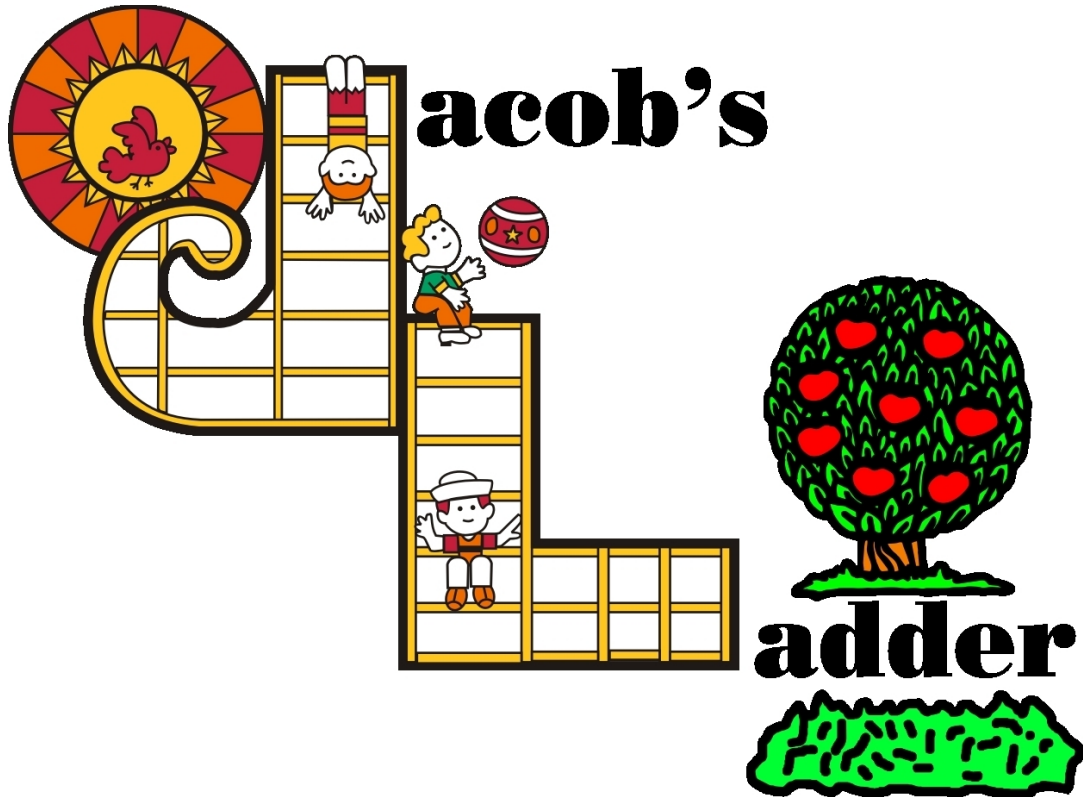
Men's Ministry

Sr. Adult Ministry

***For additional information about First Baptist Church of Acworth  
and our Ministries, Please contact our Church Office 770-974-3021.***



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