

# Parent Handbook

## Jacob's Ladder Preschool & MMO

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

**Children's Weekday Ministry**

**2013-2014**

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**Dr. David Joyner, Senior Pastor  
Jamie Azar, Preschool Director**

# 2013-2014 Preschool Program

Dear Preschool Parents,

Welcome to Jacob's Ladder Preschool and Mothers Morning Out Program. We are very excited as we celebrate 14 years at First Baptist Church of Acworth, and we look forward to sharing it with your child. Thank you for trusting your child with us.

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.

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.

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.

In Christ,

Jamie Azar  
Jacob's Ladder Ministries

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

**Jacob's Ladder 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.

### 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.

### Arrival & Departure:

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

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 carline for drop off. Carline is offered from 9:15-9:30am each morning. If you arrive after 9:30am, please park your car and walk your child to his/her classroom. *Please be sure to not block the driveway.*

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

Carline begins promptly at 1:15pm. Again, you may choose to park and walk in to pick up your child or come through carline. If you are going to be late picking up your child, please notify the church immediately. If your child is not picked up by 1:30pm, they will be brought to the Directors office to wait for your arrival. **After 1:30 PM a late fee of \$3.00 per 5 minutes will be charged unless the preschool office is notified. You will be given a grace tardy and then start being 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 individual. *This individual must be listed on your emergency contact sheet.*

Please give the note directly to your child's teacher or a staff member in carline. The note should contain the child's name, date, and the name of the individual who will be picking up your child. That individual'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!***

**Carline is offered from 9:15 – 9:30am and from 1:15 – 1:30pm**

Carline is offered for your convenience. You will receive carline instructions prior to your child beginning school. Please drive **slowly** and **carefully** while you are on school property. You will be provided a card with your child's number for you 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 front parking lot and walk into your child's classroom. ***Please do not hold up carline to discuss your child's day with his/her teacher. Cell phone use is discouraged in carline.***

Morning Carline: 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 Carline: **Please use the left entrance of the parking lot and pull across the front of the church to enter carline.** When your child is in your car, please remain inside your car and pull forward to the Presbyterian Church parking lot to buckle children in. This allows carline to move smoothly.

**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 used 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.

**Calendar Policy:**

Our schedule follows Cobb County with some exceptions. Please refer to the website to view current calendar or calendar in handbook. **If Cobb County is closed or delayed due to weather, we are closed.**

### **Church Funeral Policy:**

Occasionally Jacob's Ladder will need to call an early release day due to a church funeral with a large number of anticipated guests. This is for the safety of your children. You will be notified by a group email from the school. Please make sure your contact information is always current.

### **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 flops 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 unless "feels like temperature" is below 38 degrees, and heat index is 90 degrees or higher. 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.

### **Communication:**

**School** -Jacob's Ladder communicates through Newsletters and Emails. Families are responsible to supply the school with current email addresses. All teachers have email accounts and this is the most efficient means of communication.

**Class-** Each teacher uses folders or notebooks for parent/teacher communication. **Please empty your child's folder each night to check for teacher or school communication.**

### **Custody Papers:**

All copies of custody papers and/or letters of guardianship must be on file in the preschool office. This legal documentation must be placed in our hands and NOT emailed. Any changes in the custody or guardianship please notify the Director and provide the required documentation. It is the parent's responsibility to inform the school yearly of any custody issues within the home.

### **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.

### **Doors Locked:**

Preschool doors will be locked from 9:45am-1:00pm. If you need to pick up your child or drop something off for your child, please go to the Preschool Office.

### **Emergency Numbers:**

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

### **Faculty:**

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



### **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.

### **Health & Safety:**

#### **Allergies and Other Medical Conditions:**

It is the parent's responsibility to provide Jacob's Ladder with written instructions about your child's medical condition.

#### **Guidelines:**

Children are not allowed in the school with any health condition that is symptomatic of a contagious disease.

#### **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 are required to 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 until 24 hours after 1<sup>st</sup> dose of antibiotic
- (8) Strep throat until 24 hours after 1<sup>st</sup> dose of antibiotic
- (9) other obvious signs of illness
- (10) lice

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.

According to health guidelines Fifth's Disease does not pose a health threat to children; however should your child become infected, please contact the Preschool Office so that we can inform parents. Fifth's Disease can be dangerous to pregnant women.

### **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.

### **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 to keep 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 updated 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 1:15pm 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 carline hours, please leave a voice mail for the Director at **ext. 227**. Voicemail will be checked each day immediately following carline.

### **Parent's Role:**

1. Daily check your child's school folder and backpack for notes, tuition envelopes, forms. etc from teachers or school.
2. Contact your teacher about your child privately.
3. Listen to your child.
4. Report any occurrence that upsets your child to the teacher or the Director.

### **Parent-Teacher Correspondence**

Please send all messages to the school in writing via email. Verbal messages are likely to become confused. If you need to contact your child's teacher during school hours, our office will gladly take your message so that your teacher may phone you as soon as possible.

### **Safety Drills:**

Our school will conduct various safety drills throughout the school year.

### **Severe Weather:**

During the threat of severe weather school administrators are on alert. Weather radios and other media outlets are monitored. As need warrants students are placed into appropriate safe locations in the school. Parents are strongly advised against going to the school to check out your child while under severe weather warnings. If the parent is insistent, we will require a release form to be signed by the parent or guardian. **If Cobb County is closed or delays We will be closed.**

### **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 acceptable, but please try to avoid anything too sweet or gooey. Homemade goodies are always welcome. Fruit juices, juice boxes, etc., are all acceptable. **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.*

### **Supplies:**

Jacob's Ladder provides all school and craft supplies for our students. If you would like to donate to your child's classroom, there is always a need for Kleenex, hand wipes, hand soap, hand sanitizer, and glue sticks.

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.

### **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 need to be placed inside their backpack prior to the child entering the classroom.

### **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. \*Please note: If you are using a credit card, there will be a transaction fee charged. (\$5 for Visa, Discover, or Mastercard and \$7 for American Express)\*
- (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. Tuition envelopes need to be returned to school each month. Please refrain from sending in the tuition without the appropriate envelope. 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.
- (4) *Checks should be payable to: **Jacob's Ladder Preschool***
- (5) We accept Cash, Checks and Credit Cards (Visa, Mastercard, Discover, and American Express) If you use a Credit Card, there is a credit card fee per transaction. (\$5 for Visa, Mastercard, & Discover, \$7 for American Express)
- (6) 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 2013-2014**

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>MMO (Toddlers)</b>	<b>\$ 140.00</b>
<b>2-Day/Week (2 &amp; 3 Yr Olds)</b>	<b>\$ 140.00</b>
<b>3-Day/Week (3 Year Olds)</b>	<b>\$ 160.00</b>
<b>4 Day/Week</b>	<b>\$ 180.00</b>
<b>5 Day/Week</b>	<b>\$ 200.00</b>

**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:**

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

**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.

# NOTES

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## **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 (Nursery provided)

5:30pm

### Wednesday Evening (Nursery provided)

6:00pm	Student Ministry (6 <sup>th</sup> -12 <sup>th</sup> grade)
6:00pm	AWANA (age 3 thru 5 <sup>th</sup> grade)
6:00pm	Mid-week Bible Study

Adult Choir

Preschool and Children's Ministry

Youth Ministry

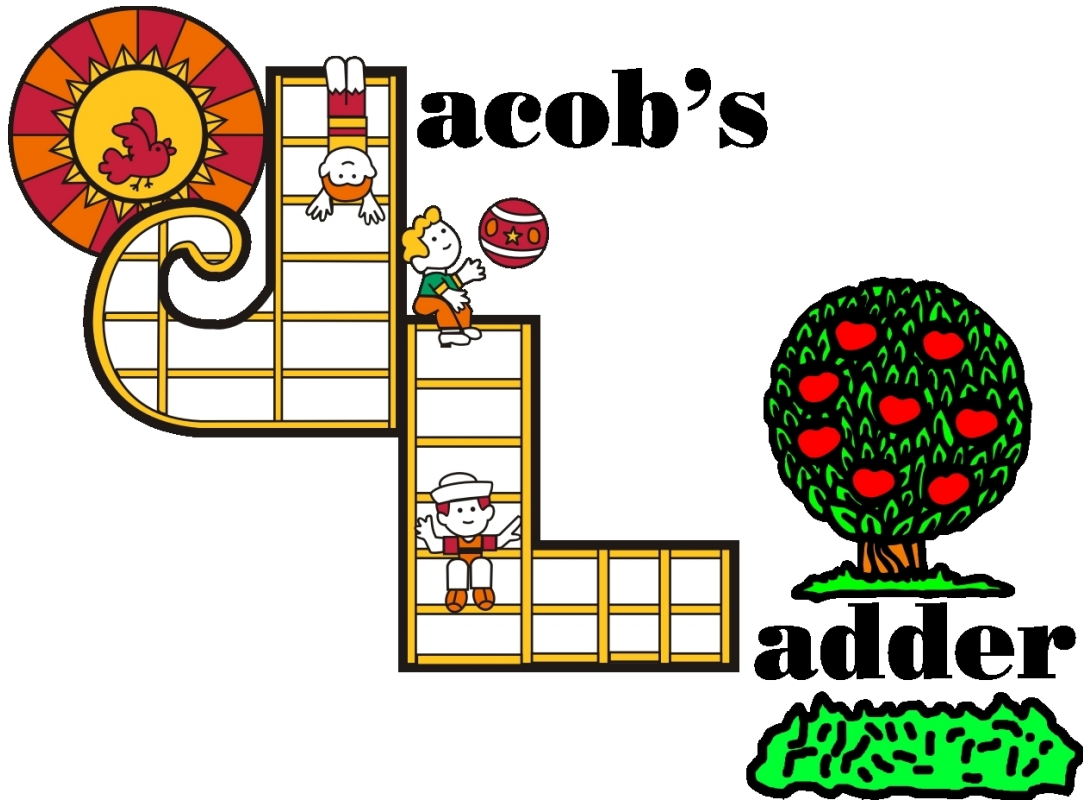
Women's Ministry

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.***

# First Baptist Church of Acworth



## Preschool & Mother's Morning Out

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