

Parent Handbook

Jacob's Ladder Children's Weekday Ministry & MMO

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

Children's Weekday Ministry

2016-2017

(770)974-3021

www.fbcacworth.com jl@fbcacworth.com

Dr. David M. Joyner, Senior Pastor

2016-2017

Children's Weekday Ministry Program

Dear Parents,

Welcome to the Children's Weekday Ministry and Mothers Morning Out programs of Jacob's Ladder. We are very excited as we celebrate our 17th year, and 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 in-session year. It is a guide to the policies and procedures of our program. Please take time to review it carefully.

Jacob's Ladder welcomes all children and does not discriminate because of racial, religious, physical or mental differences. Our facilities and equipment, however, may not fit the specific needs of some children. Equally, there are some precious children who have "special needs" which lie beyond our expertise or ability to accommodate.

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

First Baptist Church of Acworth
Children's Weekday Ministry
Jacob's Ladder Children's Weekday Program
& Mother's Morning Out

Purpose

Our Children's Weekday Ministry Program, which is a ministry of First Baptist Church of Acworth, 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 Word with the children.

Philosophy

The activities and decisions made for our Children's Weekday Ministry are 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. Therefore, 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 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:

In the event a minor accident occurs at school our staff, as trained, 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 may transport the child to the local hospital. You will be contacted immediately. Please be sure to immediately notify us of any phone number changes.

Arrival & Departure:

EARLY & AFTER-CARE

For families who need *early-care* (7-9:15am) and/or *after-care* (1:45 – 5pm), please contact our office to make arrangements. The cost is currently \$5 for early-care and \$7 for after-care.

PRESCHOOL Arrival: 9:15AM

Our day begins at 9:15am. You may choose to utilize our carline for drop off. If you choose to park and walk your child in, Mother's Morning Out children may be brought directly to their class in the Main Building. Children ages 3 & 4 may be brought to the front door of the Children's Building (back building) where they will be greeted by a teacher and taken to their appropriate class. Children (ages 3-4) arriving after 9:30am may either be taken to the Jacob's Ladder office or to the Children's Building to "ring" for a greeter/teacher. ***Please be sure not to block the back drive-through.***

Dismissal: PRESCHOOL 1:15 - 1:30 PM

Carline begins promptly at 1:15pm. As with arrivals, you may either utilize our carline or walk up method. If you are going to be late picking up your child, please notify the Jacob's Ladder office immediately. If your child is not picked up by 1:30pm, they will be taken to the "after-care" and the charge of \$7.00 will be billed.

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 Children's Weekday Ministry's 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 our program. Please drive **slowly** and **carefully** while you are on church 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 come to the Jacob's Ladder office. ***Please do not hold up carline to discuss your child's day with his/her teacher. Please do not exit your car while in carline. For the safety of all, please do not use your cell phone 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. Please have your child ready to get out of the car by the time a teacher is at your car. (unbuckled and backpack ready)

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. Invitations to birthday parties should be handed out with discretion if the entire class is not receiving them. This is done so that 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 may 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 Jacob's Ladder. 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 the "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 Jacob's Ladder 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.**

Special Note about Meeting with Teachers:

Except in the case of an emergency the teachers will not be available to meet with and/or “conference” with parents during in-sessions hours. To schedule parent/teacher time please make arrangements through Jacob’s Ladder office. Teachers will be happy to return a telephone call or respond to notes, emails, etc, as soon as possible.

Custody Papers:

All copies of custody papers and/or letters of guardianship must be on file in the Jacob’s Ladder office. This legal documentation must be placed in our hands and NOT emailed. If there are any changes in the custody or guardianship please notify the Director and provide the required documentation. It is the parent’s responsibility to yearly inform Jacob’s Ladder 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 the program. In this case any prepaid tuition (for that month) will not be refunded.

Special Note about “Biting”:

We understand that “biting” is a normal stage through which most preschool age children pass. By age 3, biting others is an unacceptable behavior in the social setting. Children who exhibit this behavior will be warned, parental assistance will be sought and every reasonable measure will be taken to correct the issue. However, if the biting persists after all corrective attempts to abate it have been taken, a child may be removed from the Jacob’s Ladder program.

Doors Locked:

All facility exterior doors are locked from 9:45am-1:00pm. If you need to pick up your child or drop something off for your child during these times please go to the “Welcome Center” door (located off the front parking lot) to ring-in to Jacob’s Ladder Office.

Firearms and Conceal Carry:

The entire property of First Baptist Church and Jacob’s Ladder is a *‘firearms free’* zone, even if you possess a carry permit! Any person in possession of a firearm on Church/Jacob’s Ladder property, other than a uniformed police officer, will be asked one time to leave immediately. Refusal to immediately leave and/or a second occurrence will precipitate an emergency call to the Acworth Police Department, no exceptions. Simply stated: **NO FIREARMS.**

Emergency Numbers:

When you are not at home during in-session 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 first aid and 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-session 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 36 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 1st dose of antibiotic
- (8) Strep throat until 24 hours after 1st 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 **36** hours. For example: If on Monday, at 10am, your child has a fever greater than 99.9 degrees and is sent home, then the child's fever breaks at noon and does not rise above 99.9 degrees again, the **36** hours begins at noon (when the fever broke), not at 10am (when the fever began). We will contact you if your child becomes ill while in our care 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 Jacob's Ladder 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. It is best that a child in need of medication be kept at home.

Exceptions: EpiPens and Inhalers must be approved by Jacob's Ladder Director prior to bringing them. 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 in our care.

Messages:

Please send all messages to Jacob's Ladder 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 folder and backpack for notes, tuition envelopes, forms. etc from teachers or staff.
2. Privately contact your teacher about your child.
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 Jacob's Ladder in writing via email. Verbal messages are likely to become confused. As previously stated, if you need to contact your child's teacher during in-session hours our office will gladly take your message and your teacher will phone you as soon as possible.

Safety Drills:

Jacob's Ladder will conduct various safety drills throughout the school year, including fire, tornado, etc.

Severe Weather:

During the threat of severe weather Jacob's Ladder administrators are on alert. Weather radios and other media outlets are monitored. As need warrants students are placed in appropriate safe locations in the facilities. Parents are strongly advised against coming to check out your child while under severe weather warnings. If a parent and/or guardian is insistent on checking out a child during severe weather they may be required to sign a release form.

If Cobb County is closed or delayed, Jacob's Ladder will be closed.

Snacks:

Each parent provides their own child's snack, labeled with your child's name. 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.

Water may be sent in a bottle or cup that is able to be closed and does not leak. This allows the child to easily have a refill through the day.

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

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

Supplies:

Jacob's Ladder provides all 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 and sanitizer.

Each child will be required to provide a backpack or tote bag large enough to accommodate a change of clothes, lunch box, 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 and, if possible, shoes). Each child in our program should bring 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., except on days designated for "Show and Tell" or "Letter Box" by the teacher. If a child comes 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.

- (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.
- (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 program closing. Consideration will be given to those children who may have an extended illness requiring hospitalization and recuperation. If you start after August, May tuition will be required. Tuition envelopes are sent home monthly as a reminder of payment due. Tuition envelopes need to be returned 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 15th of each month. After the 15th 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 Children's Weekday Program

- (4) We accept Cash and Checks .
- (5) 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 2016-2017

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

<u>CLASS</u>	<u>MONTHLY</u>
MMO (2 days)	\$145.00
2 Year Olds (2 days)	\$155.00

****Reminder: 3 year olds MUST BE potty trained****

3 Year Olds (2 day)	\$155.00
3 Year Olds (3 day)	\$180.00
3 Year Olds (4 day)	\$200.00 (1 class)
3 Year Olds (4 day)	\$210.00 (2 classes)
3 Year Olds (5 day)	\$220.00 (2 classes)
4 Year Olds (4 day)	\$200.00
4 Year Olds (5 day)	\$220.00

Early-care	\$ 5.00 per day
After-care	\$ 7.00 per day

Withdrawal From Program:

If it becomes necessary to withdraw your child from the Children’s Weekday Program 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) If a child has been crying nonstop for an extended period of time, the parent 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

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

Wednesday Evening (Nursery provided)

6:00pm Student Ministry (6th-12th grade)

6:00pm AWANA (age 3 thru 5th grade)

6:00pm Mid-week Bible Study

Adult Choir

Preschool and Children's Ministry

Youth Ministry

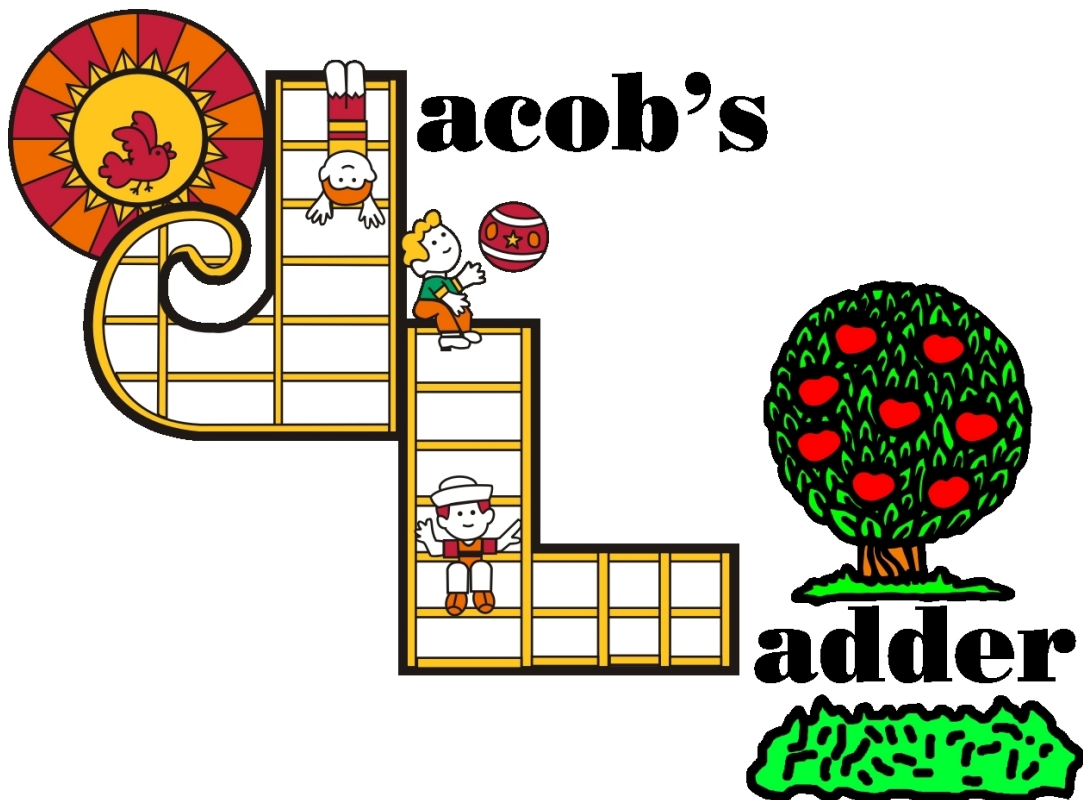
Women's Ministry

Men's Ministry

Sr. Adult Ministry

***For additional information about First Baptist Church of Acworth
& our Ministries, please contact our Church Office (770)974-3021.***

First Baptist Church of Acworth



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& Mother's Morning Out**

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