

# Singing Bridge Academy First Baptist Church



*“Continuing a long history of Christian-based academic excellence taught in a loving and creative environment.”*

## Handbook



## 2012-2013

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THE FIRST BAPTIST CHURCH SCHOOL ADVISORY COMMITTEE HAS  
APPROVED THIS HANDBOOK. REV 2006

### FIRST BAPTIST CHURCH PHILOSOPHY

First Baptist Church believes that each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to the fullest potential.

First Baptist Church is called to ministry, caring for children, showing concern for families, and providing support and nurture for its own congregation and for the surrounding community.

The First Baptist Church is an open, caring fellowship, which through faith in Christ will praise God, spread the gospel, and minister to others.

If you do not currently have a church home we welcome you to consider First Baptist Church.

### ADMISSIONS POLICY

*Singing Bridge Academy* First Baptist Church ("school") welcomes children of any race, color, nationality, and ethnic origin to all programs and activities available as part of the school program.

Children will be placed in classes based on their age on October 1 of the current school year.

Children must be toilet trained. A child who wears pull-ups is not considered to be potty trained. After the first month of school, we define being potty trained as when a child is able to independently determine when it is time to go to the bathroom and be able to wipe and dress him/herself with a minimum of assistance. The first month of school we will assist the children with becoming independent. This is consistent with state regulations.

### CLASS SIZE AND SCHEDULE

Tuesday/Thursday	Three Year Olds	*8:00 a.m. – 11:00 a.m.	Max 12
	Three Year Olds	*8:00 a.m. - 11:00 a.m.	Max 12
Mon/Wed/Friday	Four Year Olds	*8:00 a.m. – 11:00 a.m.	Max 14
	Four Year Olds	*8:00 a.m. – 11:00 a.m.	Max 14

- **Doors open at 7:30 a.m.**

### TUITION

#### Registration

In order to hold a place for your child, the registration fee for school must accompany the enrollment form. This fee is non-refundable unless you move from the city or other unusual circumstances arise. These matters will be handled on a case-by-case basis

**Registration Fee: \$ 225.00**

#### Tuition

It is understood that your child will enroll for a full year. **August, December, and May are full months. For convenience, the tuition is divided into 10 equal payments.**

## FEES (Cont'd)

**Tuition payments are due by the fifth day of each month. YOU ARE PAYING FOR THE PLACE RESERVED AND YOUR CHILD'S TEACHER, NOT THE CHILD'S ATTENDANCE.**

**Place tuition payments (check or money order) in envelope provided, place envelope in child's folder and place folder in child's backpack. Cash will NOT be accepted.**

Three Year Old.....\$ 160.00/month  
Four Year Olds (3 day) .....\$ 180.00/month

**Tuition accounts must be current for a child to attend classes.** *Singing Bridge Academy* reserves the right to deny admittance if your account is not current. If the account is not up-to-date after one month, parents will be asked to withdraw their child from the program. That placement will be immediately available to those on the waiting list.

### Additional Fees

Tuition must be paid on time. **Tuition is considered late if received/postmarked after the fifth of the month.** The school cannot operate nor can the teachers be paid unless all parents cooperate.

**Late Payment:**  
\$15.00

**Returned Check(s):**  
\$ 25.00

**Late Pick-Up:**  
\$5.00\*\*

\*\* See PICK UP page 4

If for any reason, you must withdraw your child during the year, two weeks **written notice** must be given. Refund of a partial month's tuition, due to withdrawal of a child, will not be made.

## TOYS

All materials are furnished by the school. Please do not send toys or other items from home (i.e. blankies, bedtime treasures, umbrellas) except when requested in written form by the teacher. Guns and sharply pointed objects are **never** to be brought.

Arrangements must be made in advance for bringing pets. Consult your child's teacher for permission.

Gum, candy, food, and/or drinks should not be given to a child as he/she enters school.

Money should not be given to the child to keep at school, unless specified by the teacher.

## SNACKS

### Snack Time

*Singing Bridge Academy* provides a variety of nutritious snacks and milk. We choose our snacks based on our units, holiday, Bible stories, etc. Each month you will receive a snack calendar with each day's snack listed. We will serve many interesting snacks

## SNACKS (Cont'd)

including some things that your child may not have tried before. We encourage the children to try what we present, but if they don't want something that day, *we will not force them to eat it*. Our snack is not intended to be a meal in itself but rather a snack between meals.

### Serving Milk

We are required by law to serve milk to your child unless he or she is allergic to dairy products. We will need a note from the doctor to keep in our files. If your child cannot drink milk, we will serve your child water at snack time.

### Birthday Snack

We encourage you to send a special snack on your child's birthday. We make a big deal out of these special days. You may send anything your child would like. The state requires that the birthday snack be prepackaged. We cannot accept any home cooked foods. Parents in the past years have send Jell-O or pudding cups, cookies (they especially like the "Big Cookie" from Kroger or Wal-Mart) donuts, ice cream cups, frozen pizza, chips and dip, cupcakes (generally the children only eat the icing off these and throw away the cake). We have candles at school and can put them on almost anything.

## VISITATION AND CONFERENCES

You are always welcome to visit the classrooms. Since the teacher's first responsibility is to the children, do not expect a conference while classes are in session.

Children **may not** bring a visiting friend or relative to class with them.

Parent-Teacher conferences will be held twice during the school year. The teacher will notify you if a conference is needed at any other time. If at any time during the year you feel you need a conference, please contact the child's teacher for an appointment.

Changes at home affect a child's behavior at school. Share with us information that will help us be more sensitive to your child's needs.

## DISMISSAL FOR INCLEMENT WEATHER

If Franklin County Schools are closed- **we are closed**

If Franklin County Schools are delayed – **we are on our regular schedule.**

## FIELD TRIPS/TRANSPORTATION POLICY

Each year, we plan several field trips that are not only educational for your child, but fun as well. State Regulations prohibit the school from providing transportation for the children due to lack of car seats/child restraints. ***Transportation for the children to and from the field trip venues is to be provided by the parents.*** A permission form will be sent home one week before the field trip. No child will be taken on a field trip without a permission slip.

## CHILD ABUSE PROCEDURE

Each individual staff member is **required** to report suspected incidents of child abuse to the proper authorities.

## DISCIPLINE

At our school, we attempt to be positive in all that we do with our children. However, we will not allow the children to hurt themselves, another child, or to abuse equipment or teaching materials. Removal from the activity usually solves the problem. This is generally done through "Time Out" with the length of time determined by the age of the child. We try to convey to the child that we are displeased with their behavior and not the child him/herself. It is our desire that the children have a good time at school and to feel good about being here.

The school has adopted a zero tolerance policy towards bullying. The Center for Women and Families has defined bullying as repeated acts of physical, emotional, or social behavior that are intentional, controlling, and hurtful. A child who has exhibits bullying behavior will be asked to withdraw from the school.

## ATTENDANCE GUIDELINES

Regular attendance is vital for a successful school year. If your child is going to be absent, please call the school office at 227-4539 or email at [singingbridgemail@gmail.com](mailto:singingbridgemail@gmail.com) Email is checked before class begins and shortly before class is dismissed. Please report all communicable diseases to the Director.

## HEALTH AND SAFETY

In accordance with State Laws, all children at *Singing Bridge Academy* First Baptist Church must be properly immunized. An accurate record of all immunizations showing dates and kind of immunization, validated by the doctor or health clinic, must be provided. **Your child may not attend without up-to-date immunizations.**

**IN ORDER TO INSURE A SAFE, HEALTHY ENVIRONMENT FOR OUR CHILDREN, WE REQUEST THAT PARENTS TAKE THE RESPONSIBILITY FOR MAKING SURE THEIR CHILDREN ARE WELL BEFORE COMING TO SCHOOL.**

Upon the recommendations of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following conditions exist: fever, vomiting, diarrhea, any known contagious childhood disease such as; scarlet fever, German measles, mumps, chicken pox, whooping cough, meningitis, hepatitis, common cold, sore throat, croup, any unexplained rash, any skin infection, pink eye or other eye infection, runny nose (unless fluid is clear).

A child must be free of fever, diarrhea or vomiting for twenty-four (24) hours before coming back to school. **When in doubt, please apply the golden rule.** Parents will be called if any of the above symptoms appear. An ill child will be sent home.

## HEALTH AND SAFETY (Cont'd)

Do not put medicine in your child's backpack. No medication will be given at school unless there are special circumstances.

Parents having children with special needs, such as mental or physical handicaps, or having tested HIV positive, must contact the Director before the child is brought to school.

If someone other than the parent picks up your child one time or regularly, his or her name must be on the Persons to whom we may release your child form. A note or a telephone call from the parent will let the teacher know the plans for the day.

If a child becomes ill or is injured at school, we will try to contact you. If we cannot contact you, the child will be isolated and cared for until you come at the regular time. If there is an emergency situation, we will make contacts you have provided on your enrollment form, and, if necessary, we will utilize the emergency medical release you have signed.

## PICK UP

### Curb Side Service

Children of parents who wish to take advantage of our "curb side service" will be the first to be dismissed. The parking spots directly outside our school are reserved for our "curb side service." If you want to use the "curb side service," you should drive up to a reserved spot and wait in your car so that we may walk your child to the car and safely buckle them. As you may have seen, there are only a few spots available in front of the building. Some of you may have to circle the block a few times until a spot becomes available. We have been asked not to block entrance to the alley. Please remember to always use your car card. It is sometimes difficult to determine who you are without the car card. We are also usually dismissing more than one class at the same time.

For those parents who wish to walk to the preschool, we ask that you find a parking spot on the street. Once you have walked to our building, we ask that you find a spot to stand which is out of the immediate sight of the children. The children tend to want to run out to their parents. Since we are on such a busy street we prefer to walk them safely to you after we have dismissed the "curb side service" children.

### Late Pick-Up Fee

Children must be picked up from the School at the dismissal times indicated on page 1 under "CLASS SIZE AND SCHEDULE." If you know that you are going to be late due to an emergency, please contact the teacher for permission for your child to stay. Any parent who is fifteen minutes late in picking up their child more than two times will be required to pay a late fee of \$5.00 for every five minutes past the dismissal time. This fee will be due at the time of pick up. If a sitter or another center picks up a child late, the parent will be notified and will be responsible for the fee after the second time.