



# PARENT/STUDENT HANDBOOK

## **Mission Statement**

The mission of First Baptist Church Kindergarten is to provide a Christian environment that focuses on the developmental progress of each unique child and encourages discovery in a classroom rich with play, language, math, and science concepts.

# WELCOME TO KINDERGARTEN

## at First Baptist Church Laurens

### DAILY SCHEDULE FOR STUDENTS

MMO, 2K, 3K, & 4K

Arrival \_\_\_\_\_ 8:15am – 8:30am

Dismissal \_\_\_\_\_ 12:15pm – 12:30pm

**\*\*All children must be picked up by the end of dismissal time each day or a \$5.00 fee will be charged for each additional five(5) minutes after dismissal time. Please contact your child's teacher or the director if your child is going to be picked up late.**

### ARRIVAL

Students should be dropped off on the Sitgreaves Street side of the church. Parents will enter where the portico is located (the covered drive under area) by our church office doors and pull down to the last set of doors at the Family Life Center (FLC). Upon arrival, please have your child stay in their seat until it is time to get out of the car. A teacher will get your child out of the vehicle and walk them inside the building. We kindly ask that you not walk your child inside. Please have your child's backpack ready to hand to the teacher. Toys and food should be left in the car.

### DISMISSAL

MMO and 2K students should be picked up on the small playground on the Church Street side of the church. 3K and 4K students should be picked up on the big playground on Sitgreaves Street. Parents will need to come to the gate to pick up their child, walk them to their vehicle and buckle their child in. Only adults authorized by parents may pick up children unless otherwise communicated by the parents. Parents may send a signed and dated note informing the teacher that someone not on the Authorization Form may pick up their child. **\*\*In rainy weather, drop-off will be under the portico/carport at the office doors. We will send a message on Procure regarding pickup locations.**

### TARDINESS

The first few minutes of class set the tone for the preschoolers day. If your child is tardy, it will be necessary for you to enter through the office doors and have the office staff notify the teacher/director that you are here. Please do your best to be on time each day. Late arrivals create a distraction in the classroom as the daily routine has already begun and both teachers and students are engaged in lessons.

### CHANGES IN DISMISSAL

For any changes in the daily routine (such as drop off, pickup, appointments, trips, etc.), please let us know by one of the following: send a message on Procure, write and place a note in your child's folder, call the church office. Safety for the children in our program is of utmost importance and we cannot depend on your child's interpretation of your instructions. Children are only released to adults authorized by parents on the Pick-Up Authorization Form.

### INCLEMENT WEATHER

In the event of inclement weather, FBC Kindergarten follows the same procedures as Laurens District 55. If District 55 has a 2 hour delay or cancellation/e-learning day, FBCK will be closed.

**Make-Up Days:** To be determined by the Director and Weekday Education Committee. Due to the design of our Kindergarten program and the number of classes and days offered, a decision will be made based on what day the cancellation affects and if a make-up day is necessary. If no make-up day is needed, the day will become a student holiday.

## PROCARE

**Procare** is our online program to manage registration, student information, parent communication, tuition and other payments. Parents will receive an email from Procare with a unique 10-digit code and instructions on how to create an account. Once your account is created, you can download the free Procare child care mobile app from the Apple or Android stores. Here, you can message back and forth with your child's teacher, assistant and the director (no one else can see these messages). Invoices, emails, alerts, documents, messages and pictures are all sent through Procare. Parents will need to fill out and update contact and emergency information and authorized pickup for their child on their Procare account. Automated payments for tuition can also be set up in the Procare account. **Please allow notifications on the app. Please make sure emails are not being sent to junk mail.**

## COMMUNICATION

Students will receive a folder at the beginning of the school year. The folder will be sent home each day with completed work, notes, announcements, etc. Please check your child's folder each day and return it to school each day. A monthly newsletter will be emailed with FBCK announcements and important dates. Please check your email and Procare messages to stay up-to-date.

Your child's teacher will communicate with you through the Procare app and a monthly newsletter and/or yearly calendar about topics and activities. This information will be sent through Procare and/or your child's folder. You can be involved in the learning process and reinforce at home what is happening at kindergarten.

If you need to contact us, you can send a message through Procare, send an email to [kindergarten@fbclaurens.org](mailto:kindergarten@fbclaurens.org) or call the church at 864-984-7500.

## CONFERENCES

If you need to meet with your child's teacher, please notify the director or teacher and we will schedule a time after school hours. If you need to discuss something with the teacher, we ask that you do that at the end of the school day or schedule a conference time. If you need to talk during the carline, please pull down to allow others to load or unload children. Parent-Teacher conferences may be scheduled throughout the year. All talks with the director and/or teacher are to be with the parent/guardians only and not in the presence of the child.

## CURRICULUM

FBC Kindergarten is a Christian school. We place emphasis on helping a child develop spiritually, mentally, physically, socially, and emotionally. Our teachers use a variety of resources to create meaningful and engaging lessons. Age appropriate activities are purposefully designed to meet students needs in all domains. Children are also encouraged to interact with the classroom environment through books, home living, blocks, art, music, manipulatives, sensory items, science tools, and literacy and math materials. We are committed to building strong foundations that enable children to succeed as more challenging and difficult work presents itself.

## CLOTHING

Students need to wear clothes that are comfortable, washable and appropriate for the season and the day. Unless it is raining or below 40 degrees you can assume your child will be outside to play during part of the day. Please help us identify your child's clothing by writing the child's name on his or her items (ex. coats, hats, gloves, etc.). Teachers cannot be responsible for locating misplaced or lost articles that are not labeled. We recommend **closed-toe shoes** on the playground for safety and comfort while playing outside. 2K, 3K & 4K students are asked to wear sneakers on their PE day. For children who are not potty trained, please dress your child in clothing that makes diaper changing easy. Velcro type diapers or pull-ups are preferred so pants and shoes do not have to be removed.

**\*\*Please send an extra pair of clothes in a gallon ziplock bag to keep at school in case of an accident.**

## POTTY TRAINING

We are happy to change diapers and assist children in the bathroom. If your child is in the midst of potty training, please send your child to school in a pull up until they are primarily trained and successful at home. We know accidents happen and bathroom breaks will be encouraged. However, we are unable to potty train children as they are only with teachers for a few hours.

\*All four year olds are required to be potty trained.

## SHOW & TELL/PERSONAL ITEMS

Sharing with others is an important part of the child's development. At the teacher's discretion, your child may bring a toy or book to share with his/her classmates that will enhance the topic being studied. Please mark the item with the child's name. Outside of show and tell, personal items such as toys, jewelry, stuffed animals, and the like should be kept at home as they may get lost, broken, or become a distraction.

# ADMISSIONS POLICY

## AGE

Children must be the appropriate age on or before September 1st for 2K, 3K, and 4K classes. MMO children can join the class as soon as they turn 18 months.

## REGISTRATION

For currently enrolled students, registration for the following year opens at the end of January. Registration is online and we will send a link to register. Registration opens to the public on February 1. All classes are filled on a first come, first serve basis. Once a class is full, a waitlist will be formed. All current and new students must register through our online program, **Procare**. A link to register is on the FBCK website. There is a **\$150 Registration Fee** that is non-refundable and should accompany the registration form to insure your child's spot in the program.

## INSURANCE

Accident insurance is required and already covered under the registration fee. It will cover the child during Kindergarten hours and on field trips.

## HEALTH REQUIREMENTS

All children in our program are required to provide an updated immunization record. This is due during the first month of school and should remain current throughout the school year.

**In an effort to decrease the spread of contagious illnesses at school, please follow the following procedures if you feel your child is unwell:**

- **FEVER:** If your child has a **fever**, they must be fever free for 24 hours before returning to school and must have a doctors note stating they are okay to return (this means without the use of fever reducing medication). Fever is defined as a temperature of 100 degrees or greater.
- **DIARRHEA:** If your child has **diarrhea**, they must be diarrhea free for 24 hours before returning to school (this means without the use of diarrhea suppressing medication). Diarrhea is defined as 3 or more episodes of loose stools in a 24 hour period.
- **VOMITING:** A child must not come to school if **vomiting** occurs at all within a 24 hour period. A student should have 1 or 2 meals without vomiting before returning to school.
- **COMMUNICATION:** If your child should develop a contagious disease or be exposed to a contagious disease, notify the Teacher and/or Director immediately.

## FEES & TUITION

- **REGISTRATION FEE:** The \$150 Registration Fee is **non-refundable** and should accompany the registration form to ensure your child's spot in the program.
- **SUPPLY/ACTIVITY FEE:** A \$75 Supply/Activity Fee is due with the first month's tuition and will be used for classroom supplies.
- **TUITION:** August tuition and the Supply/Activity fee are due by **August 10**. All other monthly tuition is due and payable on the first of each month (September - April). No tuition payment is due the month of May. If you are enrolling more than one child, the second and each subsequent child will receive a 15% discount in tuition.
- **PAYMENT METHOD:** Tuition is drafted through our online program "Procure." All payments must be paid online through your Procure Account. **We will not accept check or cash payments.**
- **TAX DEDUCTION:** Your child's tuition is tax-deductible. You may generate and print tuition payment receipts directly from your Procure profile.

FBCK Class	Monthly Tuition
18 months T/TH	\$190
2K MWF	\$225
2K M-F	\$300
3K MWF	\$225
3K M-F	\$300
4K M-F	\$300

## LATE FEES

All payments received after the 10th of the month will be charged a \$10.00 late fee. If tuition is not paid by the 15th of the month, the late fee increases to \$25.

If tuition becomes more than two months delinquent, the director reserves the right to dismiss your child from our program. We understand life circumstances arise; however, tuition is still due on the 1st of each month. Please plan accordingly.

## Additional charges may include, but are not limited to:

1. Special assistance required to care for special needs or behavior: physical, emotional, social, learning and psychological.
2. Professional assistance required for the child to function in the regular FBCK class, such as a therapist, counselor, shadow or tutor.

\*\*See Behavior Policy for more information

# BEHAVIOR POLICY

## SPECIAL NEEDS AND/OR BEHAVIOR CONCERNS

It is our goal at First Baptist Church Kindergarten to provide a safe and effective learning environment so that all children can have the most successful and meaningful preschool experience. Unfortunately, under certain circumstances, our program is unable to meet the needs of a child who requires a greater teacher/student ratio than our program allows. These needs include physical, emotional, behavioral, and/or medical issues that our staff members are not trained or equipped to accommodate. In those cases, we reserve the right to deny acceptance to our program or at times, dismissal from our program. Decisions are made on a case-by-case basis to consider if FBCK can meet the needs of the student. The Director and Weekday Education Committee will make the final decision concerning attendance.

We appreciate parents being upfront and honest with us during the registration process, in order for our teachers and staff to be prepared for the first day of school and ensure that all children are safe and cared for. All enrolled students must demonstrate the ability to follow classroom rules and routines, interact positively and respectfully with staff, peers, and materials, and contribute to the overall harmony and safety of the classroom and school.

In the event of certain circumstances (special needs or behavior), the classroom teacher and director will work with the parents to determine how to make the learning environment at FBCK suitable, if possible, for the child. This may include a conference with the parents, age appropriate goals for the child to achieve in a suitable time frame, and in some cases, additional resources within the classroom. These additional resources may include but are not limited to:

1. Special assistance required to care for special needs or behavior (physical, emotional, social, learning, psychological)
2. Professional assistance required for the child to function in the regular FBCK class, such as a therapist, counselor, shadow, or tutor.

Please note that if the above mentioned extension of services is needed to enable a child to function in the regular class, it has been deemed necessary by the director, teacher, and Weekday Education Committee and will be at the full expense of the individual paying monthly tuition.

***In some cases, First Baptist Church Kindergarten is unable to adequately provide the assistance needed for a child to function in the regular class and the student may be dismissed at the school's sole discretion. All decisions are made based on the best interest of the child's needs and/or the needs of all other students in the class.***

## DISCIPLINE

First Baptist Church Kindergarten reserves the right to dismiss any child from the program, if deemed necessary. Examples of inappropriate behavior that could result in immediate suspension and/or dismissal from the FBCK program could include, but are not limited to: causing harm to another child, teacher, or any other person, bullying, cursing, harassment, fighting, etc.

We expect the very best out of our students. We will not tolerate any aggressive or disruptive behavior that distracts from the learning environment of others. Consequences for misbehavior may include but are not limited to:

1. Warning from the teacher, redirection, positive reinforcement
2. Time Out (1 minute per age)
3. Teacher Conference with Parent
4. Conference with Kindergarten Director, Teacher & Parent
5. Further actions taken, which could include dismissal from the program

\*Note: Toy weapons, guns, holsters, knives, or any sharp pointed instruments should not be brought to school. If brought to school, these items will be taken and given to the parent at the end of school.

# FIRST BAPTIST CHURCH LAURENS



300 WEST MAIN STREET  
LAURENS, SC 29360  
(864) 984-7500 phone  
[www.fbclaurens.org](http://www.fbclaurens.org)

## **KINDERGARTEN DIRECTOR**

Sallie Wham

[kindergarten@fbclaurens.org](mailto:kindergarten@fbclaurens.org)

## **CHURCH STAFF**

Pastor: Rev. Tim Marsh

Minister of Education: Rev. Tommy Cox

Minister of Music & Senior Adults: Rev. Adair Rogers

Minister of Students & Recreation: Rev. Andrew Corley

Director of Children's Ministry: Elizabeth Franklin

Ministry Assistant: Keri Tumblin

Financial Secretary: Lucy Crowder

Building Superintendents: Dale Calvert & Thomas Little

## **Church Office Hours**

Monday-Thursday 8:30am - 4:30pm;

Friday 8:30am - 1:00pm