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

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

2K, 3K, and 4K students are dropped off at the Kindergarten doors on the Church Street side of the building. From Sitgreaves Street, parents will enter the driveway at the back of the church, follow the loop around to the other side of the building, and proceed to the Kindergarten doors located under the portico (covered drive through). Students in the 18 months class are dropped off at the Rotunda doors on the Sitgreaves St. side of the building. 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

18 months and 2K students are picked up on the small playground on the Church Street side of the church. Parents will use the same driveway as morning carline. 3K and 4K students are picked up on the big playground on Sitgreaves Street. Parents will park or pull beside the playground fence for pickup. All parents will need to come to the gate to pick up their child, walk them to their vehicle and buckle their child in. Parents will need to show their child's provided pick-up name tag at the gate as teachers learn families. 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, pickup may be at the gym doors, FLC doors, or Kindergarten doors. A Procare message will be sent regarding pickup locations.

ATTENDANCE

Regular attendance helps children develop consistent routines, build relationships with their teachers and classmates, and fully participate in classroom learning experiences. If your child will be absent, whether a day or an extended period, please notify the school through Procare or by calling the church office as soon as possible. Children who are ill should remain at home until they meet the school's health requirements for returning. Please refer to the **Health Policies** section of this handbook for additional information. Tuition is based on enrollment rather than attendance. Refunds, credits, or make-up days are not provided for absences due to illness, vacations, holidays, weather, or other reasons.

TARDINESS

If your child arrives after 8:30am, a parent/guardian must walk them to the kindergarten entrance on the Church Street side of the building and press the buzzer for assistance. To help your child have a successful day, please arrive on time. The first few minutes of class set the tone for the preschoolers day. Late arrivals can be disruptive, as teachers and students have already begun routines, activities and instruction.

CHANGES IN DISMISSAL

For any changes in the daily routine (such as drop off, pickup, appointments, trips, or transportation arrangements), please notify us by one of the following methods: send a message through Procare, place a written note in your child's folder, call the church office. For the safety of our students, we cannot rely on information relayed by children regarding changes in plans. Children will only be released to adults listed on the Authorized Pick Up Form.

INCLEMENT WEATHER

In the event of inclement weather, FBC Kindergarten leadership and the Weekday Education Committee will deliberate and determine the best course of action for our students and staff. Any schedule changes will be communicated via Procare.

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. Parents will need to create an account and download the free Procare child care mobile app from the Apple or Android stores. Here, parents can message back and forth with their 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 are responsible for completing and keeping their child's information up to date in their Procare account, including contact and emergency information, medical information, and authorized pickup individuals. A photo or scanned copy of your child's current immunization record must be uploaded to the **Documents** tab in Procare. Parents may also set up automatic tuition payments through their Procare account.

COMMUNICATION

Students will receive a folder at the beginning of the school year. This folder will be sent home each day with completed work, notes, announcements, and other important information. Please check your child's folder daily and return it to school each day. Your child's teacher will also communicate with you through the Procare app and a monthly newsletter. Staying connected allows you to be involved in the learning process and reinforce at home what your child is learning at school. In addition, the director will email a monthly newsletter with school-wide announcements and important dates. Please check your email and Procare messages to stay up-to-date. If you need to contact us, you may send a message through Procare, send an email to kindergarten@fbclaurens.org or call the church at 864-984-7500.

CONFERENCES

Parent-teacher conferences may be scheduled throughout the school year as needed. If you would like to meet with your child's teacher, please contact the director or teacher to schedule a conference outside of school hours. To ensure open and productive communication, meetings with the director and/or teacher should be attended by the child's parent(s) or guardian(s) without the child present. Brief conversations may also take place at dismissal when appropriate. To help ensure a safe and efficient dismissal for all students, we ask that longer discussions be scheduled for another time.

CURRICULUM

FBC Kindergarten is a Christian school dedicated to nurturing the whole child. We strive to help each student grow spiritually, mentally, physically, socially, and emotionally in a loving, Christ-centered environment. Our teachers use a variety of resources to create meaningful and engaging lessons. Developmentally appropriate activities are purposefully designed to meet students needs in all domains. Children are encouraged to explore, create, and learn through hands-on experiences with books, dramatic play, blocks, art, music, manipulatives, sensory materials, science tools, and literacy and math activities. We are committed to building strong foundations that prepare children for future learning and equip them to succeed as they encounter new challenges and opportunities.

CLOTHING

Students need to wear clothes that are comfortable, washable and appropriate for the season and daily weather. Unless it is raining or the temperature is below 40°F, you can expect your child to spend part of the day playing outside. Please label all personal items, including coats, hats, gloves, sweaters, and jackets, with your child's name. While we will do our best to help locate misplaced items, teachers cannot be responsible for clothing or belongings that are not labeled. For safety and comfort on the playground, we recommend children wear closed-toe shoes. 2K, 3K, and 4K students should wear sneakers on their P.E. day. For children who are not yet potty trained, please dress them in clothing that makes diaper changes easy. Velcro-style diapers or pull-ups are preferred so pants and shoes do not need to be removed. Please avoid rompers and overalls, as they make diaper changes and toileting more difficult. ****Please send an extra pair of clothes (shirt, pants, underwear, & socks) in a gallon ziplock bag labeled with your child's name 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.

HEALTH POLICIES

All children in our program are required to have an updated immunization record. Parents are responsible for uploading a photo or scanned copy of their child's current immunization record to the **Documents** tab in their Procare account. 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 procedures below if you feel your child is unwell:

- **FEVER:** Keep your child home for a **fever of 100 degrees** or higher AND experiencing behavior change or other signs of illness. Your child may return to school after being fever-free for 24 hours without the use of fever-reducing medication. In some cases, a doctors note may be required for them to return.
- **DIARRHEA**: Keep your child home if they have three or more loose stools within a 24-hour period. Your child may return to school after being diarrhea-free for 24 hours without the use of diarrhea-suppressing medication.
- **VOMITING:** Keep your child home if vomiting occurs at all within a 24 hour period. A student should have 1 or 2 meals without vomiting before returning to school.
- **RASH:** Keep your child home if the rash is associated with change in behavior, fever, tenderness, oozing, or is an open wound that can't be covered.
- **COUGH:** Keep your child home if the cough is constant, causes shortness of breath, problems breathing, or if they have a fever.
- **COMMUNICATION:** If your child should develop a contagious disease or be exposed to a contagious disease, notify the Teacher and/or Director immediately.

EMERGENCY PROCEDURES

The safety of our students and staff is a top priority. Throughout the school year, FBC Kindergarten conducts age-appropriate emergency drills to help prepare staff and students in the event of an emergency. These drills include, fire, tornado, earthquake, and intruder drill.

If an actual emergency occurs, please follow the procedures below:

- **FIRE:** In the event of a fire or building evacuation, parents will receive a Procare alert with instructions to pick up their child at the big playground on Sitgreaves Street. Parents must come to the playground fence gate to pick up their child from a staff member.
- **EARTHQUAKE:** In the event of an earthquake, parents will receive a Procare alert with instructions to pick up their child at the big playground on Sitgreaves Street. Parents must come to the playground fence to pick up their child from a staff member.
- **TECHNOLOGICAL HAZARD:** If a technological hazard requires us to evacuate the area, students will be transported by church buses to either **Bible Baptist Church** or **Mountville Baptist Church**, whichever location is farthest from the hazard. Parents will receive a Procare alert with instructions to pick up their child at the relocation site. Please do not come to the school unless instructed to do so, as this allows staff and emergency personnel to safely complete the evacuation.

  Bible Baptist Church (257 Harrison Bridge Rd. Simpsonville, SC)

  Mountville Baptist Church (1358 Mountville Road, Mountville, SC)
- **INTRUDER:** If an intruder emergency occurs, parents will be notified through Procare as soon as it is safe to do so. During the emergency, please do not come to the school unless instructed, as this allows emergency personnel and school staff to respond as quickly and safely as possible. If reunification becomes necessary, parents will receive instructions through Procare regarding the designated pick-up location and procedures.

Admissions POLICY

AGE

Children must be the age of the class they are entering on or before September 1st for 2K, 3K, and 4K classes. Children in the Tiny Tots (18 months) class 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 opens to the public on February 1. Registration for both current and new students is completed online through our Kindergarten website. The registration link will be available when enrollment opens. A non-refundable $150 registration fee is required to secure your child's spot in the program. Enrollment is offered on a first-come, first-served basis. Once a class reaches capacity, additional applicants will be placed on a waitlist.

INSURANCE

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

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 $100 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 15**. All other monthly tuition is due and payable on the first of each month (September - April). Families pay full tuition in August but no tuition payment is due in May. Students attend school for half of August and half of May, which together equal one full month of instruction. Therefore, families pay for this full month of tuition in August rather than making a tuition payment at the end of the school year.

- **PAYMENT METHOD:** Tuition is drafted through our online program "Procare." All payments must be paid online through your Procare 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 Procare profile.

- **DISCOUNTS:** If you are enrolling more than one child, the second and each subsequent child will receive a 15% discount in tuition.

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 has not been paid by the 15th of the month, the director reserves the right to suspend your child's attendance until the outstanding balance is paid. If tuition becomes two months delinquent, the director reserves the right to dismiss your child from the program. We understand that unexpected circumstances can arise, and we encourage families to communicate with the director if they are experiencing financial hardship.

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

KINDERGARTEN

300 WEST MAIN STREET
LAURENS, SC 29360
(864) 984-7500
www.fbclaurens.org

KINDERGARTEN DIRECTOR

Sallie Wham
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