



Dear Parents,

Welcome to First Baptist Preschool & Kindergarten, where we are dedicated to nurturing young minds and hearts in a loving, Christian environment. Our mission is to provide an exceptional early childhood education that integrates academic excellence with a strong foundation in Christian values. We are thrilled to have your child as part of our team and look forward to a wonderful year ahead!

In this handbook, you will find information crucial to the school year. Please read it carefully and use it as a reference throughout the school year. If you have any questions or concerns, please feel free to contact me at 337-824-3271 or 337-368-8825.

I am looking forward to an exciting and successful year and a great relationship with you and your child. On behalf of First Baptist Church, its pastor and staff, I would like to say thank you for entrusting your child to us and we hope you will be pleased and happy with your choice.

Sincerely,

Amber Meyers
Director

Please join your class's group below:

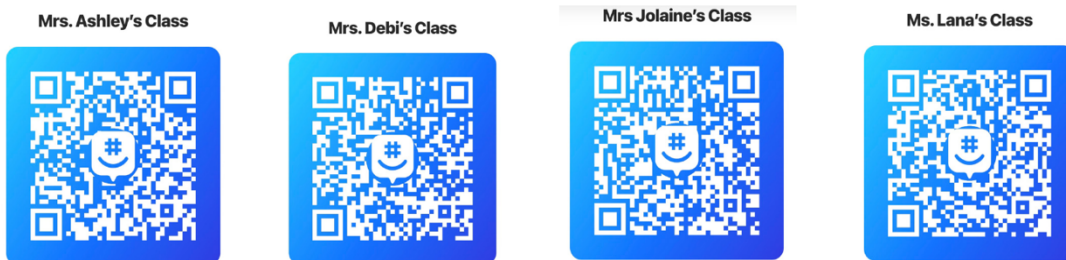


Table of Contents

Handbook Policies.....	3
Mission.....	3
Non-Discrimination Policy.....	3
School Leadership.....	4
Kindergarten Committee.....	4
Administration.....	4
Staff.....	4
Schedule.....	5
Late Pick Up Policy.....	5
No School Days.....	5
Evacuation Plan.....	5
Health and Hygiene.....	6
Emergencies.....	7
Medication.....	7
Immunizations	7
Curriculum.....	7
Daily Drills.....	8
Art.....	8
Music.....	8
Bible Stories & Memory Verses.....	8
Phonics (Kindergarten)	8
Arithmetic (Kindergarten)	8
Report Cards (Kindergarten)	9
Homework (Kindergarten)	9
Play Time.....	10
Snacks.....	10
Circle Time.....	10
Toys.....	10
Party Days.....	10
Field Trips.....	10
School Rules.....	11
Discipline.....	11
Child Protection.....	12
Clothing.....	13
Payment Policy.....	13
Calendar.....	14

HANDBOOK POLICIES

This handbook is intended to familiarize families with current policy, practices, and standards. PDF copies are available on the website, fbcJennings.com/preschool. A printed copy is given to every family at the parent/teacher meeting. Additional copies are available upon request. First Baptist Preschool & Kindergarten reserves the right to revise its policies as deemed appropriate by the Director and staff. Families will be notified of updates.

Mission:

Our purpose is to extend the services of the church into the community by providing a weekday program in which the kindergarten child can develop academically, emotionally, physically, spiritually, and socially. Our program is comparable, and, in many cases, exceeds other programs of its kind in both the public and private sector. It is our goal to provide a stable, loving environment to bridge the gap between home and the newness of school.

Our objectives are to provide a happy Christian environment where the child can grow and mature in a well-balanced way. We give the child the opportunity of association with others so that he can learn social skills, to respect the rights of others and his own rights, respect for authority and cooperation within the group necessary for school life. All of this should be done in a Christian atmosphere while teaching the child of God and His love, Jesus, and the Bible.

Non-Discrimination Policy

Children are admitted on a first-come, first-serve basis without regard to race, color, creed, sex, or national origin. If the child has a handicap which would require special facilities or equipment, or additional personnel, we reserve the right to refuse admission. We will refer the parents of such child to appropriate services through the Louisiana Pupil Appraisal Service.

SCHOOL LEADERSHIP

Kindergarten Committee:

Martha Phelps – *Chair*
Jonna LaRocca
Cody Broussard
Linda Fonger
Allison Fruge
Rachel Bowers
Kendra Laidlaw

Administration:

Amber Meyers – *Director*, amber@fbcJennings.com
Brian Wells – *Minister of Education*, brianwells@fbcJennings.com
Eric Sonnier – *Pastor*, eric@fbcJennings.com

Staff:

Debi Fontenot – *Kindergarten Teacher*
Gabbie Lavergne – *Kindergarten Aide*
Ashley Bishop – *PreK 4 Teacher*
Pat Mann – *PreK 4 Aide*
Lana Thibodeaux - *PreK 4 Teacher*
Jolaine McCluer – *PreK 3 Teacher*

SCHEDULE

First Baptist Preschool & Kindergarten is open Monday – Friday. It runs on a half day schedule with the times listed below. Students may be dropped off between **7:30-8:00 am**. Please park in the parking lot on the west side of the school. You may walk your child to the designated classroom. **Please try to help your child learn promptness by having him/her here on time.**

PreK 3: 8:00 am – 11:00 am

PreK 4: 8:00 am – 11:30 am

Kindergarten: 8:00 am – 11:45 am

Late Pick-Up Policy

There will be a late fee charge of \$5.00 each day to your monthly bill, if your child is not picked up on time. There will be a \$10.00 charge if your child is not picked up within 10 minutes of dismissal. Please be prompt in picking up your children. Thank you for your cooperation.

No School Days

First Baptist Preschool and Kindergarten will follow the same holiday schedule as the Jefferson Davis Parish Public Schools. This would also apply to unscheduled closing due to weather conditions or other natural events. School closures will be communicated to parents through e-mail, GroupMe, the website, and posted on social media. The school will be closed for the following holidays and events:

Labor Day

Fair Day

Election Day

Thanksgiving Holiday

Christmas & New Year's Holiday

Martin Luther King Day

American Heritage Holiday

Easter Holiday / Spring Break

Please refer to the school calendar at the end of this handbook for important dates and holidays.

Evacuation Plan

The State of Louisiana requires that you be notified of the Evacuation Plan for First Baptist Preschool and Kindergarten. The children will be transported to the following

sites, with the assistance of the cooperative endeavor program between the OEP (Office of Emergency Preparedness) and the Jeff Davis Parish School Board.

In the event of an accident resulting in a chemical spill or leakage on **Interstate 10 and or Hwy 90**, the children will be evacuated to the **Multi Purpose Building at the Jennings Fair Grounds**. For an accident of the same nature occurring on the **Southern Pacific Railroad Line or located south of it**, they will be evacuated to **Bethel Church, 15147 Hwy. 102, north of I-10**.

HEALTH AND HYGIENE POLICY

In order to provide a safe and healthy environment for all children, teachers will not admit a sick child into a classroom. Additionally, children who become ill while at school will be immediately isolated until parents can pick up the child. When a child becomes ill, parents will be notified immediately. Please notify First Baptist Preschool & Kindergarten of any phone number changes.

Certain symptoms in children may suggest a communicable disease. Please keep your child at home if he/she is experiencing any of the following conditions:

- DIARRHEA OR VOMITTING within the last 24 hours
- FEVER of 100° F or higher, until 24 hours symptom free without fever reducing medication
- CHICKENPOX OR HAND FOOT MOUTH DISEASE, until lesions are crusted, at least 6 days
- Child is too irritable, too tired, or too ill to participate in normal activities
- Child has symptoms of a communicable disease
- Child has been on an antibiotic less than 24 hours
- Child has green nasal discharge
- LICE, until treatment is given, and knits/egg are removed (a second treatment is required 10 days after the initial treatment)
- RESPIRATORY SYMPTOMS – a constant cough, wheezing
- RESPIRATORY SYNCYTIAL VIRUS (RSV), until the cough and runny nose has stopped, usually 5 to 7 days
- PINK EYE, unless medication has been given for at least 24 hours (also symptom free)
- RASH, until the rash has disappeared
- RINGWORM, until after medication applied for at least 24 hours, then area must be covered until gone.

If your child has been exposed to or has contracted a contagious disease, please inform

the teacher immediately! If necessary, notifications will then be made to the parents of the other children that have been exposed.

First Baptist Preschool & Kindergarten Staff teachers have the responsibility to not accept a child who displays any of the symptoms mentioned above.

Emergencies

In the event of an emergency, first aid will be administered. Emergency personnel will be called, if necessary, at which time we will contact the parents and/or those identified on the emergency contact list provided at registration.

Medication Policy

If any child requires medication during school hours, parents must administer or consider keeping the child at home.

Immunizations

The child must be up to date on vaccinations upon enrollment. A vaccination record must be brought to the office.

If you do not wish to have your child immunized, a Statement of Exemption from Immunizations form must be filled out before the start of school.

CURRICULUM

Any early childhood education program should recognize that preschoolers yearn for hands-on activities. The Abeka preschool curriculum fosters preschool learning with colorful, durable resources that invite lots of child involvement.

Not only is there a preschool Bible curriculum as part of the Abeka program, the entire program has been developed from a Christian worldview, planting seeds of faith in children all through the year.

At the beginning of the school there will be a three-week evaluation period for each student. If a consistent educational or social issue is identified at this point, or at some later point in the year, which impedes the learning process then parents will be notified. Parents may be asked to meet with the teacher and administration to discuss their child's IEP or Individual Education Plan. The school reserves the right to contact Pupil Appraisal for their assistance and recommendations.

Because all children learn and grow at their own pace, our daily schedule may vary from day-to-day. A typical day will have the following:

Bible Verses

Pledge to the American Flag

Pledge to the Bible

Calendar Facts

Colors (Color Words)

Shapes

Numbers

Alphabet

Phone Numbers (Kindergarten)

Birthdays (Kindergarten)

Addresses (Kindergarten)

Art Activities - Art is a very special time when children can create and mold with their own hands, to sharpen motor skills and to simply enjoy the freedom of making something. Many art projects will be planned to reinforce phonics and math skills while others will be seasonal and for emphasizing a Bible story or verse.

Music Time - Music is an excellent tool to teach skills we are learning, to reinforce Christian concepts to work on hand-eye coordination through fingerplays, to learn free expression through different styles of music and just to have fun and relax after some strenuous study or play. All children have the capacity to love and enjoy music if they are exposed to it early and with excitement.

Bible Stories and Memory Verses - We will read Bible stories daily, and discuss the lessons and values taught in the stories. We will also learn a memory verse for each letter of the alphabet. Children have a great storehouse in which to gather information. By using the Bible verses, we are helping them to achieve a balance between academic and spiritual and moral information and values.

Phonics Study (Kindergarten Only): Our reading program, Letters and Sounds K, consists of six easy steps:

- Learn to recognize the short vowels and their sounds
- Learn to recognize the consonants and their sounds
- Learn to blend
- Learn to sound one-vowel words
- Learn the sounds of the long vowels
- Learn to sound two-vowel words
- Learn the special phonics sounds, and READ, READ, READ

Arithmetic Is Abeka (Kindergarten Only) We will be using the Numbers Skill K workbook, which is correlated with the Abeka Math Curriculum.

The pages provide practice and evaluation of many concepts, including concepts from 1 through 100, numbers formation, number words, simple combinations, money, and telling of time.

Arithmetic is...studying one aspect of the order of the real world and indirectly learning more about the God Who created the world using mathematics.

- learning to see addition and subtraction facts as part of the truth and order that God has built into reality
- knowing that there is a right answer
- working hard to get the right answer
- learning to go from the concrete to the abstract, from the particular to the general, from content to concept
- learning to see relationships between one truth and another
- learning to be precise and exact in thinking
- learning to apply mathematics skillfully to function in daily life
- learning to believe in absolutes ($2 + 2$ equals 4)
- establishing the extremely important skill of learning things by memory
- learning to be fast and accurate in thinking
- seeing how things work together
- being prepared
- finishing the job
- working at a set pace
- participating in healthy competition
- learning to be thorough, orderly, careful, alert, obedient, persistent, cooperative, and honest
- learning to master a received body of knowledge and apply it as one way to obey the command of Genesis 1:28 to subdue the earth and exercise dominion over it

Report Cards (Kindergarten Only): We will follow a 6-week schedule for report cards. The first 6 weeks is an adjustment period with no grades given therefore no report card will be sent home until the 2nd 6 weeks. The teacher will also be glad to talk with you about your child's progress at any time throughout the year.

Homework (Kindergarten Only): Throughout the school year I would encourage you to look over and review with your child the papers they have completed that day. The only time homework will be sent home is after we have begun the reading books in reading groups (in January). Reading books will be sent home on Tuesdays and Thursdays for the child to practice reading aloud at home. A note will be send out explaining this before it is begun.

PLAYTIME

This is a very important part of the day. We will have a somewhat structured free time within our classroom each day. We will also have outside time whenever weather permits. Some of our outside time will be used to play group games in which the children learn to both win and lose gracefully, to take turns and share equipment.

SNACKS

Please send a small snack and drink with your child daily. There will be a time for snacks every morning. **NO PEANUTS!**

CIRCLE TIME

This is a time when we read books or discuss things. Allowing the children to share openly in front of the group is an important part of their language development.

TOYS

Although we do have toy in our classroom, there are times your child may wish to bring one of their toys from home. The toy must remain in their cubbyhole and taken out only at playtime. I request that your child not bring toy knives, marbles, darts, guns, or electronic or battery-operated toys. Toys that appear violent or evil are not allowed; NO VILLAN TYPE ACTION FIGURES.

Just a reminder: Please label with a permanent marker: all toys, removable clothing, and other articles that your child might bring. This is something that saves much confusion and heartbreak.

PARTY DAYS

We will have six party days this year: Fall Festival, Thanksgiving, Christmas, Valentine's Day, Easter, and School's Out.

FIELD TRIPS

We will be bringing the children on field trips from time to time. Every possible precaution will be taken for your child's safety. Information will be sent to you regarding

the time and destination of each trip. The students must be accompanied by a parent or guardian.

Transportation Requirements - Federal and Louisiana Laws prohibit the transportation of any school age child in 15 passenger vans. Therefore, as field trips are planned for your child's class, your assistance may be requested by the teacher to help transport the children there and back to the school. If you are willing to assist with this need, the teacher will ask you to complete a "Driver's Authorization and Proof of Insurance Form" so we might meet our own insurance company's request.

SCHOOL RULES

- The child shall not do anything that would inflict harm physically or verbally on himself, fellow students, or any person.
- The child shall not misuse or intentionally damage school property or any other person's property.
- The child shall participate in group learning activities displaying age-appropriate social behavior (e.g., Using quiet voice inside; remaining seated during work or circle time as the teacher instructs; raising hands to speak, walking, rather than running, inside the building).
- The child shall not be verbally or physically defiant to the teacher.

DISCIPLINE

Of course, the classroom will have certain rules that must be followed. When they are not, some form of disciplinary action must be taken to try and correct the error. "Time Out" will be a place where one can go to calm down and think over any wrong behavior. If that is unsuccessful, the child loses part of his/her playtime. Discipline will be administered with patience and gentleness always allowing the child to see the love of God rather than anger and frustration. If any other disciplinary action should seem necessary, which I strongly doubt, I will speak with you about the problem.

Discipline must be based in the atmosphere of love and acceptance. The child needs to know that they are loved and accepted as a human being and as a member of the family group. Here are a few guidelines we will use to discipline your child:

- It is firm, reliable and kind
- Show a child what is expected of him
- Does not sever a child's sense of belonging to a group

- Comes from mature, loving adults worthy of being copied
- Discipline should be consistent
- Rewards and punishment should be given in a dependable manner
- Given a choice only when a choice can be given
- Use positive statements telling the child what he **can** do

Fear of punishment may prevent behavior, but positive guidance used by a loving teacher in an environment suited to the child’s level of development can promote desirable behavior and minimize the need for punishment.

Disciplinary Action

Acceptable:

1. The teacher will remind the child of the rules and give guidance in what is appropriate behavior.
2. The teacher may have the child observe “time out” for a period not to exceed five (5) minutes. The child would be required to sit in a chair within the classroom, within a staff member’s sight.
3. The child may lose part of his or her playtime. The child would be required to sit within a staff member’s sight.
4. The child may be denied good behavior rewards.

Pre-K and Kindergarten Programs. Our teachers and staff **will not** administer corporal punishment to your child. If all above measures have been exhausted and your child’s behavior still is not compliant you will receive a call from the school asking for your involvement in an intervention.

At the beginning of the school year there will be a three-week evaluation period for each student. If a consistent discipline issue is identified at this point, or at some later point in the year, that cannot be handled through regular disciplinary action then parents will be notified. Parents may be asked to meet with the teacher and administration to discuss their child’s IEP or Individual Educational Plan. The school reserves the right to contact Pupil Appraisal for their assistance and recommendations.

CHILD PROTECTION

Any suspected abuse and/or neglect of a child enrolled in First Baptist School will be reported to the Office of Social Services, Child Protection Division in accordance with Louisiana Revised Statute in 14:403 and Chapter 5 Title VI of the Louisiana Children’s Code.

CLOTHING

Please mark all removable clothing. Your child may wear **almost** any clothing that you desire. Halter tops or midriffs are *not* allowed. Please provide your child with a **full shoe** to wear to school (defined as a shoe with a covered heel). Flip flops and slip-on shoes are not appropriate for daily activities and planned recreational games. All clothing should be comfortable to your child. Please do not dress your child in Sunday church clothes. Note that the children will occasionally use paint and play outside!

PAYMENT POLICY

Monthly Tuition:

\$220.00* for the first child

\$200.00 for the second child in the same family

\$180.00 for the third child in the same family

Discounts only applies for students enrolled in the same school year.

Since our program is non-profit, our teachers are paid from the money generated through tuition. Due to this fact, tuition must be consistently paid on the first of every month unless an alternate plan is worked out beforehand with the director.

Checks should be made out to "First Baptist Church". PLEASE DO NOT SEND CASH WITH YOUR CHILD. Payments can be brought to the church office or left inside one of the lock boxes. If you wish to have tuition auto drafted from your bank account, please contact the church office to make arrangements.

If payment is not made by the 10th of the month, a late fee of \$10.00 will be incurred. If payment is not paid by the 15th of the month, your child will not be allowed to attend school until the matter is cleared. If your child is not attending due to failure to pay, their space in the classroom will not be reserved or guaranteed for them. If circumstance such as a waiting list is still active at the time, the space will be made available to another child.

No child will be allowed to graduate with a balance owed. Final May tuition must be paid by the first of that month.

Thank you for your understanding in this matter.

2024-2025

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Important Dates & Holidays

No School Days

August 20 – Parent Meeting October 25 – Pumpkin Patch

September 4 – School Begins