



# Preschool and Mother's Day Out Handbook 2021-2022

Approved by the Louisiana Board of Education

Member of:

Association of Christian Schools International (ACSI)  
Southern Baptist Association of Christian Schools (SBACS)

**Theme: Respect**

Recognize the value of every person and continually show love to every believer. Live your lives with great reverence and in holy awe of God. Honor your rulers.

1 Peter 2:17

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## **BOARD MEMBERS:**

Tommy Buckner	Deacon Rep.
Debbie Chambley	Board Member
Marie Coleman	Board Member
Jeanie Johnson	Board member
Brennan LaRocque	Board Member
Steven Latiolais	Board Member
Dr. Steve Bennett	Senior Pastor
Miranda Vinson	Principal

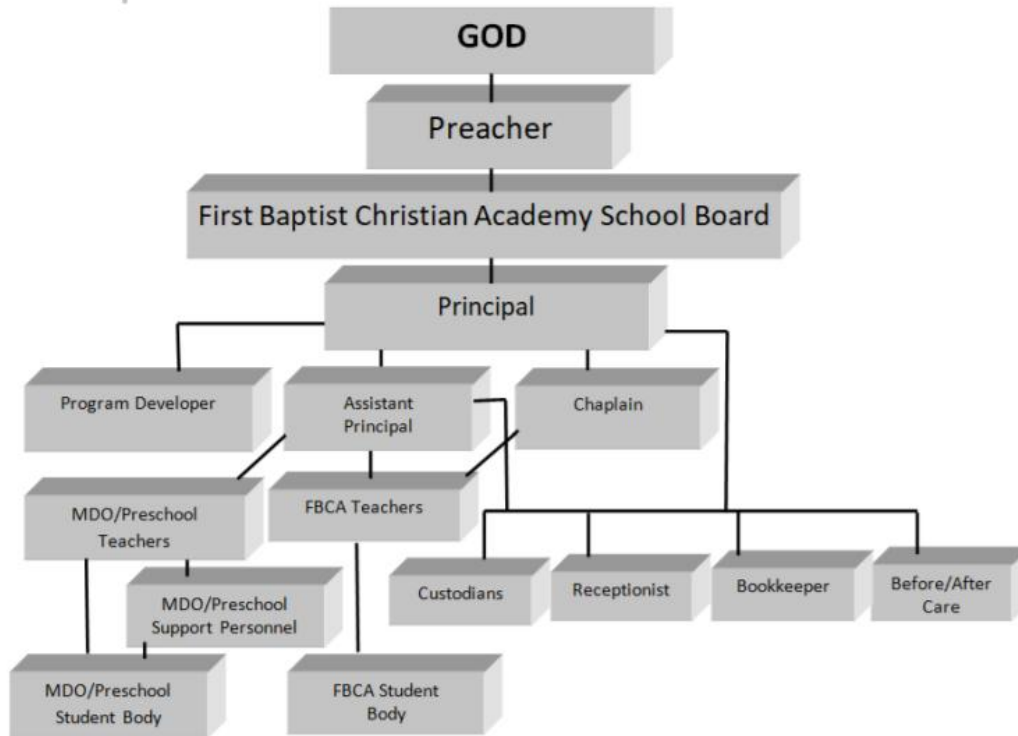
FBCA is under the jurisdiction and leadership of a school board appointed by the membership of First Baptist Church Moss Bluff. The board, consisting of 10 members is the primary policy making body of the school. The school board meets monthly, or as needed, with the school principal to review the general operation of the school. They assist the principal in a resource and advisory capacity in establishing and enforcing school policies. The principal directs the operation of the school. The senior pastor and executive pastor are the final authority for the school. Most of all, the desire is for Jesus Christ to work through the school staff and to direct in this great ministry with children. Please pray for these leaders and all staff members as they work in the school.

FBCA is a member of the Association of Christian Schools International (ACSI) and also the Southern Baptist Association of Christian Schools (SBACS).

## **PURPOSE OF DOCUMENT**

First Baptist Christian Academy, a private education ministry of First Baptist Church Moss Bluff, is managed by its School Board and appointed Principal. This policy manual is intended to provide guidelines and directives in regard to general policies, operations, and guiding philosophy of the school. As such, this document contains important information for implementing management plans and operations essential to meeting and maintaining the school objectives. At any time, however, the Holy Spirit may lead the Board or Principal to alter the normal protocol for a particular situation. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

## FBCA ORGANIZATIONAL CHART



## **FBCA MISSION**

**Our Mission:** First Baptist Christian Academy partners with families to equip, challenge, and inspire students to impact the world for Christ by living out Biblical truth.

### **A First Baptist Christian Academy education...**

**is Christ-centered:** Jesus Christ is the embodiment of all knowledge, wisdom, virtues, and truth (Col. 1-3). First Baptist Christian Academy desires to give Christ the preeminence in all things. He is the standard for everything we do and teach.

**supports families:** God established the family as the foundational institution for life on earth (Gen. 2:22-25). Parents are responsible before God for the nurturing and training of their children (Deut. 6:7, Eph. 6:4). Parents have the help of the church and the Christian school in fulfilling their God-given mandate. FBCA seeks to be a support—not a replacement—for the home and the church.

**is academically excellent:** We seek excellence in all things, but especially in academics. FBCA strives to maintain a rigorous academic standard for all our students. We reject educational practices that lower academic standards so all students can be “successful.” Rather, FBCA helps students be truly successful by meeting high academic standards.

### **We lead our students to...**

**live according to Biblical truths:** The Bible is God's infallible Word. It is the standard for faith and life (2Tim. 3:16). Our students are trained to understand the Bible and to apply its truth.

**receive Jesus as Savior:** The Bible teaches that all people are spiritually dead because of sin (Rom. 3:23, 6:23). However, Christ died to pay for the penalty of sin (Rom. 5:8). Trusting in Jesus as Savior is the beginning of spiritual life in God (John 1:12).

**become responsible citizens:** FBCA provides a solid curriculum in the arts and sciences to equip students to live as responsible citizens. Good study habits combined with a rigorous curriculum prepare FBCA students for a lifetime of learning. Essential character traits such as honesty, courage, and kindness are nurtured. Christians are further challenged to live as salt and light in a fallen world (Matt. 5:13-16).

## **STATEMENT OF FAITH**

The following statement expresses the doctrinal standards of First Baptist Christian Academy:

We believe in the historic Christian faith, which includes these truths among others that are equally precious:

- the full truthfulness, inerrancy and the authority of the Bible which is the Word of God;
- the holiness and the love of the one sovereign God, Father, Son and Holy Spirit;
- the true deity and sinless humanity of our Lord Jesus Christ; His virgin birth; His atoning death, "the just for the unjust;" His bodily resurrection; His glorious coming again;
- salvation by grace through faith alone;
- the oneness in Christ of those He has redeemed with His own precious blood.

## **EXPANDED STATEMENT OF FAITH**

### ***Of the Scriptures:***

We believe in the authority and sufficiency of the Holy Bible consisting of the sixty-six books of the Old and New Testaments, as originally written; that it was verbally and plenary inspired, that it was the product of Spirit-controlled men and therefore is infallible and inerrant in all matters of which it speaks. We believe the Bible to be the true center of Christian unity and the supreme standard by which all human conduct, creed, and opinions shall be tried. (II Timothy 3:16-17; II Peter 1:19-21)

### ***Of the True God:***

We believe there is one and only one living and true God, an infinite Spirit, the Maker and supreme Ruler of Heaven and earth; inexpressibly glorious in holiness and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons - the Father, the Son, and the Holy Spirit - executing distinct but harmonious offices in the great work of redemption. (Exodus 20:2-3; I Corinthians 8:6; Revelation 4:11)



### ***Of Jesus Christ:***

We believe that Jesus Christ was begotten of the Holy Spirit in a miraculous manner; born of Mary, a virgin, as no other man was ever born or can be born of a woman; and that He is both the Son of God and God the Son (Isaiah 7:14; Matthew 1:18-25; John 1:1,14). We further believe that the salvation of sinners is divinely initiated and wholly of grace through the mediator's offices of Jesus Christ, the Son of God, who by the appointment of the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying Himself to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin; that His sacrifice consisted not in setting an example by His death as a martyr but was a voluntary substitution of Himself in the sinner's place, Christ the Lord bearing our sins in His own body on a tree; that having risen from the dead, He is now enthroned in Heaven, where He ever liveth to intercede on behalf of the believers (John 3:16; II Corinthians 5:21; I Peter 2:24).

### ***Of the Holy Spirit:***

We believe that the Holy Spirit is a divine person, of the same nature as God the Father and God the Son; that He was active in the creation; that in His relation to the unbelieving world, He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He is the agent in the new birth; that He seals, empowers, guides, teaches, witnesses, sanctifies, and helps the believer. (Genesis 1:1-3; John 16:8-11; John 3:5, 6; Romans 8:14, 16, 26-27; Luke 24:49)

### ***Of Man:***

We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker. By voluntary transgression, Adam fell from his sinless, happy state, and all men sinned in him. Consequently, all men are totally depraved and are partakers of Adam's fallen nature. We are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse and in need of salvation by the Savior.

***Of Salvation:***

We believe that faith in the Lord Jesus Christ is the only condition of salvation. For a person to be saved, he/she must confess with his/her mouth that Jesus is Lord and believe in his/her heart that God the Father raised Jesus from the dead. (Romans 10:9)

***Of the Church:***

We believe the Church is the living body of believers in Christ (those who by faith have accepted Jesus Christ as their Lord and Savior) on earth, both universally and locally. We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity. (Acts 20:17-28; Acts 2:41, 42)

***Of Marriage, Gender and Sexuality:***

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We believe that in order to preserve the function and integrity of First Baptist Christian Academy as the local Body of Christ, and to provide a biblical role model to the FBCA members and the community, it is imperative that all persons employed by FBCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thes. 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of FBCA.

***On the Sanctity of Human Life:***

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)

***Final Authority for Matters of Belief and Conduct:***

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of First Baptist Christian Academy's faith, doctrine, practice, policy, and discipline, Preacher is FBCA's final interpretive authority on the Bible's meaning and application.

**STATEMENT OF PHILOSOPHY**

First Baptist Christian Academy provides a Christ-centered education in a disciplined environment. Parents are given the ultimate responsibility for teaching their children in the ways of God (Deut. 6:6-7). Our school seeks to be partners with the parents to provide a quality Christian education that will encourage each child to grow spiritually, academically, socially, physically, and to reach his or her greatest potential.

**ADJUSTMENT PERIOD**

Children enrolled in the program will be given a three (3) week adjustment period. If at the end of that period, the child has not adjusted to the program

and/or has prolonged crying, tantrums, etc., the child is subject to dismissal from the program. **Note:** Registration Fees are non-refundable.

Parents must keep in mind that students turning of age at or close to the requirement date (September 30th) may not be at age maturity.

## **ADMISSION POLICY**

**Notice of Nondiscriminatory Policy: FBCA admits students of any race, color, and national or ethnic origin.**

FBCA attempts to serve a large cross-section of students, accepting those with average and above average abilities. **While the school is sympathetic with parents of learning disabled students or students with health issues, the limited resources available to us as a private school require that we limit our enrollment to students who can work at grade level and do not have unusual and/or special needs. Also, students who have demonstrated serious behavior violations will not be accepted for enrollment.**

**Enrollment is based on age as of September 30, 2020.**

FBCA encourages that parents of students be members of a local Christian church as evidence that the parents are also actively working toward Christian training of the child.

### **Admissions Procedures**

1. Complete and sign the enrollment application.
2. Read the handbook thoroughly.
3. Submit the enrollment form, application fee, immunization record, and birth certificate.
4. For new applications the parents and student(s) must make an appointment for an interview with the school. School policies and answers to any questions about the school will be answered at that time. Note: It may be necessary to interview and even sometimes test the student along with one or two faculty members from the appropriate grade(s).
5. Shortly after the interview, parents will be notified of the child's approval for admission, non-approval, or placement on the waiting list.
6. Upon notification of approval, the **non-refundable registration and instructional fees** must be paid to complete the enrollment.
7. Please note: **FBCA does not have the resources to fulfill IEP or 504 plans for individual students.**

## **Age Requirements**

Children entering MDO 2 year old class must be 2 years old on or before September 30<sup>th</sup>. Children entering Preschool (K3) must be 3 years old on or before September 30<sup>th</sup> and **MUST BE POTTY TRAINED**. Children entering Preschool (K4) must be 4 years old on or before September 30<sup>th</sup> and **MUST BE POTTY TRAINED**.

## **Withdrawal and/or Transfer Policy**

A parent or guardian must make a written request within 24 hours of withdrawal of a student. All school property must be returned. Final completion of all obligations must be cleared through the proper school personnel.

## **ARRIVAL AND DISMISSAL**

### **Arrival**

**\*\*No Walk-ins!\*\* Parents are not to enter school or hallways during drop off.**

- Students may start arriving at school at 7:30 am.
- Preschool drop off car line will be in the west parking lot.
- If you are bringing your child to school after 8:00, you will need to enter through the North doors (Main Entrance), stop at the reception desk, sign your student in, and someone will walk your child to class.

### **Before Care**

If you need to drop your child off before 7:30, Before Care is available beginning at 7:00 am for an extra charge. You may pick up forms at the front desk or on the FBCA website. Registration must be completed before your child can be accepted in the program.

### **Drop-off/Pick-up**

The school will provide clear instructions of the drop off and pick-up procedures before the start of school.

### **Tardiness**

A student is tardy if he or she arrives in class after 8:00 a.m. An excused tardy will be for doctor appointments, car trouble or severe traffic, or weather conditions as approved by the principal. Excessive tardiness will be brought to the attention of the preschool director.

## **Dismissal Procedures**

**\*\*No Walk-ins!\*\*** Parents are not to enter school or hallways during dismissal.

All students will be picked up after school in the car line. Students with older siblings will be escorted to the area of the eldest sibling to simplify pick-up procedures for families. If students do not have an older sibling, they will be picked up in their designated drop-off area.

Arrangements for pick-up should be made with your child BEFORE dropping them off at school each morning. Please do not phone the office for changes unless an emergency arises.

## **Afternoon Dismissal Schedule**

Pre-K will dismiss at 2:30 PM.

**\*\*Any student needing early dismissal must be picked up before 2:00 p.m.** Parents may go to the front desk and request to have their child called from his/her class.

## **After Care**

After Care hours are 3:15-5:30. After Care students stay in the gym after regular dismissal time. You must be signed up for Before/After Care to utilize the service. You can pick up forms at the front desk or download them on the FBCA website.

## **Safety tips and guidelines**

- Please make sure child's car seat is on the sidewalk-side door for safety of children when being loaded in the car in the afternoon.
- Make sure car is in 'PARK' when the vehicle is stationary.
- Never double park or pass around a stopped vehicle.
- Please refrain from using a cell phone during drop-off and pick-up.

## **BIBLE**

God's Word is taught daily to all students. A Bible lesson is taught by the teachers each day. Every subject is taught from a Biblically integrated point of view. Pre-K3 and Pre-K4 participate in Scripture memorization. The King James version is used for all Scripture memory in order to maintain uniformity. However, teachers may use other Biblical versions to give students a better understanding of God's Word.

## CHANGES IN A CHILD'S DAILY ROUTINE

If there are ANY changes in a child's normal, daily routine—a different person picking up, going home with another child (keep in mind they must be listed on your emergency/transportation contacts), going home at a different time, or a message for the teacher, etc., please put this information in writing in a signed note to your teacher and place inside student's BEE BOOK.

## CLASSROOM PARTIES

1. Parties may be held in the classrooms during the last school day before Christmas and Easter break. The theme of Christmas parties must be about celebrating Christ's birth. Likewise, the theme of Easter parties must be about celebrating Christ's resurrection. Although FBCA does not promote pagan holiday characters, the staff will respect the parents as the authority of their children. If a staff member is asked about his/her belief by a child, he/she will simply redirect them to Jesus. FBCA does not celebrate Halloween.
2. There are special worship services planned for the major holidays, and parents are welcome to attend.
3. Birthdays are recognized in each class. If a parent wishes to celebrate their student's birthday by bringing cupcakes, the parent is to leave the cupcakes at the front desk. The classroom teacher picks up the cupcakes and decides when to share them with the class.
4. Invitations to private parties may be distributed at school only if every member of the student's class is invited. Otherwise, invitations should be mailed or distributed off campus.
5. Parents who prepare letters or notes to be sent home with students should get them approved by the Preschool Director.

## COMMUNICATION

Communication with parents/guardians is very important. Teachers will return phone calls and email messages in a timely manner. Communication about students and their performance or behavior in class must be discussed with the parents by the teachers. **Please do not expect teachers to return a text message during class time. Texts are only to be answered during a teacher's planning time or after school.**

1. If parents have an email address on file, they may receive periodic communication from the teacher.

2. "Remind" will be used to communicate with parents by a school-wide text message. This is an optional service, and instructions will be sent home with enrolled students for parents to "sign-up" to receive these messages.
3. Eagle News - A weekly newsletter will be posted on line with dates of upcoming events as well as any important announcements concerning students or the school.

It is the policy of FBCA to communicate with parents about their child's progress. Approximately every six weeks a Phonics evaluation form will be sent home by the teacher. Class work will be sent home daily, along with a daily conduct sheet, in the students' folder (Bee Book). Teachers are encouraged to telephone parents, send notes, or arrange conferences to discuss the progress of any student whose academic progress, conduct, or attendance is not satisfactory.

### **Social Media**

Social media has become an effective way to communicate between the school and community. It can have a huge influence on learning since it involves collaboration between students, parents, and teachers. FBCA parents and students are encouraged to act responsibly and respectfully at all times. Any differences of opinion or misunderstandings relating to policies, faculty/staff, etc. should not be handled in public forums like social media. The "Matthew 18 Principle" should be applied.

### **CONDUCT AND DISCIPLINE POLICY**

A realistic attitude toward toddlers and preschoolers is necessary to maintain proper discipline. Our goal for discipline is designed to teach correct behavior – its motive is love, correction, and restoration, not punishment. In order to teach and encourage children toward good behavior, each classroom has established positive rules and guidelines. Unacceptable behavior is generally defined as follows:

- An action that interferes with the child's progress and/or the progress of his/her classmates. This includes a child working well within a group setting such that his/her actions do not consume excessive time from the teacher, to the point that it becomes unfair to the other children in the group
- An action that could possibly cause physical or emotional harm to the child or his/her classmates
- An action in direct violation of a well-explained rule. Children understand that you, as a parent, have chosen to put them under the care, protection, and authority of their teacher. Therefore, you expect them to listen carefully and to obey the teacher's words of instruction.



- An act of willful disrespect toward the teacher

When a child does not follow these guidelines:

1. **First** - He/she will be reminded of the rules. The teacher works with the child to achieve necessary changes in behavior through positive techniques such as modeling, redirection, positive reinforcement, and encouragement. When insufficient progress is made then...
2. **Second-** the teacher will contact the parents toward working together to see necessary change
3. **Third** - The child will be sent with the teacher to talk with the administrator. If the behavior continues, the parent will be notified and we will work together to correct the problem. In cases where the problem persists and there is no behavior change, we will not administer corporal punishment; however, we will contact the parent and ask that they come to the school to resolve the discipline issue. If the behavior continues even with the presence of the parent, the child will be sent home for the day. Thereafter, if there is still no change the child will be dismissed from the program.

When parents enroll their children into our program, we expect them to support and uphold school discipline policies, realizing that without this cooperation and confirmation this could call into question his/her continued enrollment.

## **BITING POLICY**

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. We understand that biting, unfortunately does happen. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

### **When Biting Does Occur**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

### **For the child that was bitten:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. An "Incident Report Form" is filled out documenting the incident.

### **For the child that bit:**

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (two years old, two minutes).
3. The parents are notified.
4. The "Behavior Report" form is filled out documenting the incident.

### **When Biting Continues**

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

### **When Biting Becomes Excessive**

1. If a child inflicts 3 bites in a one week period, in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for **2 business days**.
3. If a child once again inflicts 3 bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the child will be dismissed from the program.**

If a child, who has been through steps 1 and/or 2, goes 3 weeks without biting, we will go back to step one if the child bites again.

**If a child bites twice in a 4 hour period, the child will be required to be picked up from school for the remainder of the day. This will not count towards the 2 day suspension.**

## **COOPERATION**

An integral part of the educational philosophy of FBCA is the conviction that the school assists the parents in carrying out their primary responsibility of providing for the spiritual and academic education of their children. An ongoing positive working relationship between the parents and the school is critical to the success of the school and the students. As part of that working relationship, parents are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While FBCA encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, FBCA bears ultimate responsibility for the orderly administration and operation of the school, including the formation and enforcement of the policies and procedures implemented to achieve the school's goals. FBCA reserves the right to terminate the enrollment of any student in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents no longer exists and/or is irreparably damaged or (2) that the parents have failed to provide the support, assistance and example necessary for the spiritual and academic education to which each child is entitled. Furthermore, failure on the part of any student and/or parent to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

## **CONFERENCES**

Please call the school office, email, or send a note with your child to schedule a conference. Documentation will be kept on file if a conference was held as well as the outcome.

Confidentiality about students is important. Teachers will not discuss a child's individual needs or progress while on duty, in the hallway, while in the car line, or while other children or adults are present. Parents should not expect a teacher to engage in conversation concerning academic progress or behavior of their child when the teacher is supervising other children.

*Parents are allowed to discuss complaints or concerns with a teacher by appointment only. **Parents are not allowed to disrupt a class at any time.***

Advance notice allows a teacher to be better prepared to answer any questions and address your concerns.

## **CONFLICT**

Conflict between two people will occur, however how we handle conflict is very important. There is a godly way to solve any and all problems between people in any community, especially the Christian school or church.

There is a workable and successful process, given by the Lord Jesus Christ. It is found in the Bible in Matthew 18, thus it is known as “the Matthew 18 Principle.” FBCA will use the Matthew 18 Principle within every relationship where there is conflict.

### **The “Matthew 18 Principle”**

**Matthew 18:15-17** says, “Moreover if a brother shall trespass against you, go and tell him his fault between you and him alone; if he will hear you, you have gained your brother. But if he will not hear you, then take with you one or two more, that in the mouth of two or three witnesses every word may be established. And if he will neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto you as a heathen man and a publican.”

The application in a school setting is:

**It is important that the matter be taken directly to the person who the conflict is with to resolve the matter, rather than bystanders who are not responsible for taking action to solve it.** Therefore, when a serious problem arises between people in the school (and this can be any combination of people such as: parent-teacher, parent-parent, parent-administrator, teacher-administrator, student-teacher, school board member, or administrator, etc.) the parties involved are to meet to seek the Lord's solution in the matter. This is a Matthew 18 meeting.

Almost all problems can be resolved at this level. (\* See additional guidelines below that will facilitate this process.)

The few problems which are not resolved at level one, move on to the next level, which includes another person, usually the principal who may be involved in a joint conference with the parties. Beyond this level, the matter may be taken to the school's governing board by the school administrator. If these procedures are followed with the right spirit, a

matter of this type would rarely, if ever, have to go before the School Board.

In practical terms, the applications of this principle become clearer when each person realizes that they go only to the people involved when starting this procedure. Persons in school authority will not accept complaints about school personnel if the complainer has not gone to the person according to Matthew 18, nor will the complainer speak critically of the other person to people within or without the school family prior to meeting to resolve the difference. There is no by-pass of steps, or people. Issues are to be handled decently and in order—one step at a time—directly with and about the matter at hand in the application of these Biblical principles. The one exception to the procedure is where the complainer has a good-faith, reasonable belief that to address the conflict with the other party directly may result in violence or harm.

**Additional Guidelines for a “Matthew 18” Meeting are:**

1. Keep the matter confidential
2. Keep the circle small
3. Be sure you know all the facts
4. Be straightforward in love
5. Be humble and submissive
6. Be quick to forgive
7. Pray and work for a solution and resolution
8. “Love never fails.” I Corinthians 13

## **CURRICULUM**

FBCA Preschool and MDO classes are structured and use the A BEKA Curriculum approach to Christian Education for our 2, 3, and 4 year olds. It offers a lively program for children that is enjoyable and gives them the desire to learn more. It also offers character training, which is one of the highest goals of FBCA Preschool. God says in His word to **“train up a child in the way he should go and when he is old he will not depart from it” (Proverbs 22:6)**. This is done faithfully all throughout the day and day after day.

### **Bible Lesson**

Bible time is the most important part of our school day. The children will learn that God’s Word, the Bible, is true and is our guide for life. They will also learn that God speaks to them through His word, that He loves them, created them, and desires them to talk to Him through prayer. In addition, they will be taught Bible stories, memorize Bible verses, and the character

traits God wants us to have. The children pledge to the Bible, Christian flag, and to the American flag.

### **Phonics and Reading**

MDO 2s are taught the name of each letter of the alphabet.

K-3 and MDO 3s are taught the name, and sound of each letter of the alphabet.

K-4 students are taught the names and sounds of vowels and consonants through fun and exciting classroom teaching. They are taught to read by forming blends using the simple, logical, phonics system.

### **Handwriting**

K-3 & MDO 3 students are taught the formation of the upper and lower-case letters.

K-4 students are taught to write upper and lower-case letters, blends, words, numbers, and first name.

### **Numbers**

K-3 & MDO 3 & 2 students are taught to count from 1-25, and to recognize and understand the concept of numbers 1-10.

K-4 students are taught to count 1-100, recognize and understand the concept of 1-20, before and after numbers, and the concept of more and less.

### **Language Development**

Language Development has very interesting material about animals, people, and places. It encourages children to think and will also strengthen their vocabulary and language skills.

### **Activity Time**

Activity Time involves fun activities such as poetry, finger plays, drama, nursery rhymes, art, music, telling time, and show and tell. (No live animals without the permission of administration).

### **Enrichment Activities**

Enrichment classes include P.E., Spanish, and Music for PreK3 & PreK4 state approved classes. MDO classes do not have enrichment classes.

## **DRESS CODE FOR ALL PRESCHOOL and MDO CLASSES**

- Everyday clothing should be washable, comfortable, play clothes, easily manageable for the child, and appropriate for active outdoor play.
- Jackets and sweaters should be labeled with child's name or initials.
- Girls **MUST** wear shorts under their dresses.
- Shoes must be rubber-soled, closed-toe and heel. The rubber soles help when playing in the gym and on playground equipment. Closed-toe and heel shoes protect the feet and stay on better when running.
- **NO SANDALS, FLIP- FLOPS, COWBOY BOOTS, CROCS or LIGHT-UP SHOES.**
- As a Christian institution, we ask that children wear only logos and printed shirts that are appropriate to Christian conduct. We reserve the right to send a child home if clothing contains or implies any obscene, vulgar words or statements.
- Each child will need to have a change of clothing in a labeled gallon-size Ziploc bag. This needs to include a pair of socks and underwear.

## **EMERGENCY SCHOOL CLOSING**

In the event of an emergency closing, parents will be made aware by the following:

- Postings on the school website.
- "Remind" text message
- Announcements on KPLC TV
- Facebook school site, @FCAMOSSBLUFF (First Baptist Christian Academy)

*Generally, if it is announced that the Calcasieu Parish School Board will close, FBCA will do the same except if their reason does not pertain to us*

## **FIELD TRIPS**

Preschool and Mother's Day Out 3 year old and 4 year old classes sometimes have a field trip in the fall and in the spring. Mother's Day Out 2 year old classes do not take part in field trips. Field trips are age appropriate, fun, and interactive learning that is taking place outside the classroom. Notice of the field trip will be sent to the parents in advance and every student must have a permission slip. All preschoolers **MUST** be

transported and accompanied by a parent. Parents should be aware there is often a fee to attend these field trips. Parents must give prior notice to the school if the planned field trip presents an unusual risk to their child because of a medical condition, allergy or for any other reason.

## FINANCIAL POLICY

### TUITION AND FEES FOR 2021-2022

CLASS	REGISTRATION (Per family)	INSTRUCTIONAL FEES	Capital Improvement (Per Family)	TUITION Paid Monthly Aug. – May
<b>MDO 2 &amp; 3 yrs. (Tues &amp; Thurs) A BEKA Curriculum 7:30-2:30</b>	<b>\$260</b> by 3/12/21 <b>\$360</b> after 3/12/21	\$165 Bank drafted on 6/30/21	\$225 Bank drafted on 7/30/21	\$310
<b>MDO 2 &amp; 3yrs. (M-W-F) A BEKA Curriculum 7:30-2:30</b>	<b>\$260</b> by 3/12/21 <b>\$360</b> after 3/12/21	\$235 Bank drafted on 6/30/21	\$300 Bank drafted on 7/30/21	\$350
<b>K4 (M-W-F) A BEKA Curriculum 7:30-2:30</b>	<b>\$260</b> by 3/12/21 <b>\$360</b> after 3/12/21	\$235 Bank drafted on 6/30/21	\$300 Bank drafted on 7/30/21	\$350
<b>K3 &amp; K4 (M-F) State Approved A BEKA Curriculum 7:30-2:30</b>	<b>\$260</b> by 3/12/21 <b>\$360</b> after 3/12/21	\$375 Bank drafted on 6/30/21	\$425 Bank drafted on 7/30/21	\$435

**\*\*Family Plan Discount for multiple children in same family (first child full tuition, 10% discount for 2<sup>nd</sup> child, 20% for 3<sup>rd</sup>, and 50% for 4 or more children).**

**NOTE: A CHILD'S NAME WILL NOT BE PLACED ON A CLASS LIST UNLESS THE REGISTRATION FORM AND REGISTRATION FEES ARE RECEIVED IN FULL.**

### Tuition Payments



Tuition is based on 10 monthly installments, beginning in August, and is paid through mandatory bank draft. Prior to the first tuition date, parents will receive an Authorized Agreement for Automatic Deposits (ACH Credits). The form will require the responsible party to supply their bank information.

Accounts may be paid in monthly or semi-monthly payments. Monthly payments are due on the **3<sup>rd</sup> OR 17<sup>th</sup>** and **semi-monthly payments on the 3<sup>rd</sup> AND 17<sup>th</sup>** of the month. **One Payment Discount Option:** A deduction of five percent (5%) may be taken if tuition fees are paid for the entire year by August 1<sup>st</sup>.

**\*\*Instructional fees will be automatically drafted from checking accounts on June 30<sup>th</sup>.**

**\*\*Capital Improvement fee will be automatically drafted from checking accounts on July 30<sup>th</sup> and are non-refundable**

**\*\*\*Instructional fees are non-refundable (textbooks, supplies, administrative fees).**

Make checks payable to First Baptist Christian Academy or FBCA. FBCA accepts cash, money orders, and checks. There is a \$10 charge for all NSF checks or ACH credits returned to FBCA for any reason. After two (2) checks are returned due to insufficient funds, payments must be made in CASH or MONEY ORDER. This applies to any and all payments to FBCA.

**Note:** Your child's name will not be placed on a class list unless the registration form and registration fees are received in full.

### **Overdue Payments**

If payment has not been paid in full by the 17<sup>th</sup> of each month, or special arrangements have not been made, an additional late fee of \$50 will be charged.

Report cards/school records are the property of FBCA and will be held until all fees are paid and/or school property returned. Late fees will accrue if a returned check causes actual payment to fall after the due date.

If any account becomes 45 days overdue, and no special arrangements have been made, the student will be withdrawn from the school. Records will not be held until all fees are paid.

## **Refund Policy**

Parents are responsible for tuition for any month in which the student is in attendance. No pro-rated refunds will be given for partial months. Used school supplies and used workbooks will not be returned if a student withdraws during the school year.

## **HEALTH POLICIES**

It is our goal to provide the safest and healthiest environment for all children in our care. In order to accomplish this goal, our teachers have the discretion to deny admittance into the classroom of any child perceived to be ill or otherwise contagious. Parents will be notified immediately when a child is perceived to be ill or otherwise contagious while in attendance at Preschool and the child will be isolated immediately until parents can be contacted to pick up the child. Please make it a priority to inform the school of any phone number changes or contacts.

Parents are asked to keep their child home if:

- Child has had a fever within the last 24 hours
- Child has had diarrhea or vomiting within the last 24 hours
- Child has a persistent cough
- Child has green nasal discharge with fever
- Child has any symptoms of communicable disease or condition
- Child has pink eye (medication must be given at least 24 hours and be symptom-free before returning)
- Child has a draining rash or lesion.
- Child has blisters indicative of hand-foot-and-mouth disease (must be out at least 6 days and a note from doctor saying child may return to school).
- Child has lice or nits
- Child must be kept indoors when weather permits outdoor activities
- Child is too irritable, too tired, or too ill to participate in normal activities

## **Medical Guidelines**

State law prohibits teacher/staff from dispensing medication. A student should not have medication of any kind on his person/locker/back sack, etc. For any and all prescription and non-prescription medication, the

child must have a medical release form filled out and on file. These should be filled out completely and returned with the corresponding medication.

Parents may come to school and administer medicine themselves. In the event of an emergency or the parent finds it necessary for their child to receive medication during school hours, the following steps must be taken:

1. Obtain a written order for each medication to be given at school, including annual renewals at the beginning of the school year. Orders dated before July 15<sup>th</sup> of the school year will not be accepted. No corrections will be accepted on the physician's medication order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's stamp will not be accepted.
2. Obtain a prescription for all medications to be administered at school including medications that might ordinarily be available over the counter. Only the physician may write on the medication order form. Cough drops are considered over the counter medications.
3. Arrange for the same delivery of medication to and from school by an adult in a properly labeled container as dispensed by the pharmacist. A 20-day supply is the maximum supply allowed at the school at any given time. The parent/guardian will need to get two containers for each prescription from the pharmacist in order that the parent/guardian, as well as the school, will have a properly labeled container. If the medication container is not properly labeled and does not match the physician's order exactly, it will not be given.
4. Provide an authorized form that contains the following information:
  - a. Student's name
  - b. Clear instruction for school administration
  - c. RX number, if any
  - d. Date
  - e. Student's diagnosis
  - f. Name of medication, amount of each school dose, specific time of school administration, route of medication and reason for medication
  - g. Physician or dentist's name
  - h. The parent or legal guardian's printed name and signature.

\*any medication left in the office after June 1<sup>st</sup> will be destroyed

### **Emergency Medical Release Forms**

Medical Release forms are filled out by the parent at the beginning of the year. Copies are kept in the student's file. This form gives permission to have a child treated in case of emergency and/or to administer prescribed medication. These are taken by the teacher on all field trips. Please update these when necessary.

### **Immunizations**

Louisiana State Law requires that all pupils must have current immunization information on file in the office. Check with your physician to assure up to date immunizations. Parents are required to keep immunizations current. Registration cannot proceed without complete records.

### **Communicable Diseases**

If a child is absent from school due to a communicable disease or absent for five or more consecutive days due to illness, he should present a doctor's excuse of recovery upon returning before being admitted to class. Children will not be allowed to attend school if they are showing definite signs of illness such as fever nausea (vomiting), excessive head congestion, etc. We will allow children to stay at school if their temperature is 100 degrees or less. If it is 100.1 or higher, we will ask that you come and pick up your child. If your child complains of not feeling well, and their temperature is anywhere from 99 - 100 degrees, we will contact you and let you make the decision as to how you want to handle it.

### **Lice**

When a student is found to have an active infestation of lice as by the presence of live bugs or nits, the parent or guardian will be notified. The principal will make a professional judgment regarding exclusion arrangements depending on her assessment of the situation. Students will be expected to be checked in by the principal or other trained staff member after appropriate treatment has been received at home. A parent or guardian will be expected to bring the child to school for the readmission check. If the student is found to have continued active infestation (live bugs and/or no progress in nit removal) the parent will be instructed to take the student home for further treatment.

Teachers will be notified when a student in the classroom has head lice. A letter will be sent to the children's parents/guardians of the affected classroom. The letter will provide recommendations for health care.

### **Recess or P.E.**

We discourage keeping students in at recess or P.E. unless absolutely necessary. If it is needed, a note to that effect should be brought to the office. A copy will be made and given to your child's teacher/P.E. teacher. P.E. teachers will honor a parent's request up to 3 days, after which a statement from the child's doctor will be required if the student is not to participate in P.E.

### **Injuries During School**

Minor injuries occurring during school hours will be treated by the office personnel or teacher with the use of first-aid materials. In the case of serious injury or illness, emergency procedures to obtain medical or hospital care will be followed and parents notified.

## **LUNCH**

FBCA offers hot lunches for students that are outsourced through a catering company. A monthly menu will be sent home for parents to indicate what lunches they would like to buy. Parents must pay for the lunches being bought at the time the menu is due. Late lunch forms will NOT be accepted. Students may bring lunch from home. Students are not allowed to bring any cold drinks (Coke, Dr. Pepper, Sprite, etc.). Lunches should take no longer than 1 minute to heat. Parents should include everything that is needed to eat the meal such as plate, napkins, forks or spoons. FBCA does not supply these items.

Individual students may not have food delivered to the school from outside establishments. If students bring in lunch from a restaurant, it should be repackaged. Lunches will be eaten in the classroom or an alternate location if approved by a supervising staff member.

## **NAPTIME**

Each child is required to take a nap daily. The parent is required to furnish their child with a small, 1" mat labeled with his/her name. A small blanket and travel size pillow are allowed. If the child does not sleep, he/she should remain on the mat quietly without any disturbances to the other napping children.

## **PARENTAL INVOLVEMENT**

Parents are the primary educators of children. It is the goal of FBCA Preschool to value, respect, and support parents. We encourage parents to be active in the school, meet with the teachers, attend orientation and open house, and be available for help with class functions and class parties.

### **Responsibility of Parents**

- Respect and support school policies.
- Recognize that school personnel must enforce school policies.
- Teach the child to respect the importance of being prepared for school (rested) and adherence to school rules (obedience).

## **PAYMENT OPTIONS**

FBCA Preschool accepts cash, money orders, and checks. A \$10 fee is charged for any returned check, regardless of the amount of the check. After two (2) checks are returned because of insufficient funds, payments must be made in CASH or MONEY ORDER. This applies to any and all payments to FBCA. The school or your child's teacher will not be able to give change, so we ask that you please send the correct change when you are making a payment (for pictures, school event, class party, etc.). Please place this payment in an envelope labeled with child's name and what it is for and place inside the zipper pouch of your child's Bee Book. This zipper pouch will be used to send small things home in, such as notes, receipts, bible verse and letter cards, etc.

## **PLEDGES**

All students are expected to stand and say the pledges each morning. The pledges are listed below in order to help your child memorize them.

### **Pledge to the American Flag:**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### **Pledge to the Christian Flag:**

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Brotherhood, uniting all Christians, in service and in love.

### **Pledge to the Bible:**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and will hide its words in my heart, that I might not sin against God.

## **PROMOTION POLICY**

Teachers will keep in close communication with parents throughout the school year letting them know of their child's progress. If the teacher, of a Pre-K4 student, has concerns about promoting the student to kindergarten, the teacher will contact the parents before registration of the upcoming school year to discuss the best plan of action. If it is determined that a student, after being evaluated, does not exhibit the necessary skills to begin the kindergarten program successfully, a final decision will be made by the administration concerning the promotion of the student to kindergarten.

## **RECESS**

The children will have a playground time, weather permitting. On cooler days, children will need to bring a jacket or sweater, labeled with his/her name. (Note the Dress Code section).

## **SAFETY DRILLS AND DISASTER PROCEDURES**

### **Fire Drills**

1. A fire drill will be held once each school month.
2. When the fire alarm rings, students will file outside to their designated places. The students must be in single file, and they may NOT talk.
3. Grade books should be taken by the teacher while leaving the building. The classroom doors must be closed, and the lights should be turned off. Just as soon as the students are outside, the roll should be called. It is the teacher's responsibility to make sure that all of his/her students exit the building.
4. After the principal is assured that everyone is out of the building, the students and teachers will be informed to return to the building.

5. All personnel and visitors are required to evacuate the school building.
6. Running is not allowed; however, all must exit quickly.

### **Lockdown**

In case of an intruder or a dangerous situation, an announcement will be made with the following code words.

1. Code Yellow- Caution- be alert. The school has been notified that there is a possibility of a hostile situation at the school or a nearby location. Be ready for a total lockdown, if necessary. Students should be brought into the classroom if not already there.
2. Code Red- Total Lockdown-All doors should be locked/secured, windows covered; keeping children out of view of windows and away from doors.
3. Code Green- All Clear- Teachers may unlock or unsecure doors and allow children to return to their regular seats.

### **Tornado**

A tornado drill or tornado watch will be announced over the intercom system.

1. Teachers will have their students quickly line up in the hall and in a single file against the wall next to their classroom.
2. Students will get on their knees, facing the hall wall, duck, and cover their head with their hands.
3. An all clear will be given by administration when the drill or tornado watch is over.

### **SNACKS**

Each child needs a wholesome, healthy snack daily as provided by the parent. Please do not send high sugar foods for snacks. It should be labeled and placed separately in the side pocket of their backpack.

**PARENTS PLEASE INFORM YOUR CHILD'S TEACHER OF ANY FOOD ALLERGIES.**

### **TARDINESS**

Tardiness can be a serious problem that minimizes the importance of the initial morning activities and the study of God's Word. A student is tardy if he or she arrives in class after 8:00 a.m. Tardiness by students is disruptive to others and is a detriment to the learning process. We understand there are occasions when a late arrival to school is unavoidable. We ask for your consideration in this matter. An excused tardy will be for doctor



appointments, bad weather, car trouble, or severe traffic or weather conditions as approved by the principal.

1. The office personnel will send the student to class after recording on the tardy log the date, time, reason, and acceptability of the excuse.
2. On a student's 5th tardy of the nine weeks, he/she will receive a half day absence.

## **TOYS BROUGHT FROM HOME**

Please do not allow your child to bring toys to school. When a child brings toys from home it often causes problems with the other children and the teacher.

## **VISITOR SIGN IN**

All parents and visitors must go to the reception desk to receive permission prior to visiting the classroom and each parent/visitor must sign their name in the visitor binder. They are not permitted to visit the school campus without the permission of the school receptionist or Principal. They must dress and act in a manner consistent with school policy.

## **WORSHIP**

Worship will be held each Wednesday. Worship services are held to give students and teachers an opportunity to worship, sing, and fellowship together. The chaplain, pastor, staff, students, or outside speakers lead in worship services. Attentive, reverent, and courteous conduct that is honoring to the Lord should always be observed. Parents will be notified of dates and times for special events with combined worship services. All parents, legal guardians, and friends are invited to attend worship services in the Student Center.