



Parent Handbook 2020-2021

Providing Christian Education
Since 1965

A Ministry of
First Baptist Church
314 North Main
Jasper, Texas 75951

Revised 08/06/2019

Responsibility of Parents

It is extremely important that each parent of First Baptist Christian School be familiar with the policies and practices that are in existence. This handbook has been prepared with the purpose of serving as a guide to school officials, students and parents. If the contents of this handbook are known and the guidelines followed by all, the school will function smoothly and efficiently. This harmonious operation will result in increased academic achievement and a greater degree of satisfaction for all.

Enrollment in First Baptist Christian School is a privilege and not a right. Students and parents of students, enrolled in the school must obey all rules continually and consistently. Parents will be asked to withdraw students who repeatedly violate minor rules or violate major ones. Nonpayment and excessive absences are grounds for termination of enrollment. Therefore, each parent/guardian is asked to sign his/her name in acknowledgment that the handbook has been read, and agreeing that all will be governed by the policies stated. Lack of knowledge of a particular policy will not excuse a student from the responsibility of obeying it.

In the case of a disagreement about a particular interpretation, the school administration will attempt to render decisions that are fair and in the best interests of both student and school.

Table of Contents

I.	Purposes and Uses of the Parent Handbook.....	4
A.	Purposes	
B.	Uses	
II.	Philosophy, History and Governance.....	5
A.	Philosophy and Goals	
B.	History	
C.	Licensing and Governance	
D.	Faculty and Staff	
E.	A Typical School Day	
F.	School Calendar	
III.	General Academic Policies and Procedures.....	8
A.	Class Size Policy	
B.	Testing & Grading Policy	
C.	Special Activities	
D.	Reporting To Parents	
E.	Withdrawing From Day School.....	10
F.	Experiences Available For Your Child	
G.	How You Can Help-Classroom Visits	
H.	Preparation for the Future	
IV.	General Day School Policies and Procedures.....	13
A.	Age Requirements	
B.	Registration Fee	
C.	Tuition.....	15
D.	School Hours, Tardies, & Absences	
E.	Loading	
F.	Messages	
G.	Private Conferences.....	17
H.	Birthdays	
I.	Clothing	
J.	Refreshments	
K.	Discipline	
L.	Health Regulations.....	19
M.	Discrimination	
N.	We Care	
O.	Fire and Tornado Drills	
P.	Toilet Training.....	21
Q.	Student Pick-Up	22
V.	Appendix	
A.	2018-2019 Vaccine Requirement Chart	
B.	Signs of Abuse	
C.	Gang Free Zones	
D.	Emergency and Protective Procedures	

I. Purposes and Uses of the Parent Handbook

A. Purposes

1. Provide information to parents, teachers and administrators about First Baptist Christian School's practices.

2. Serve as guidelines in academic, citizenship, activity and other functions of the school.

3. Be distributed to inquiring prospective students, other schools, licensing and accrediting agencies to familiarize persons with First Baptist Christian School.

B. Uses

1. This handbook is revised yearly. Its provisions are in effect with the opening of school each fall for all students, both new and continuing.

2. It is impossible to provide published policies that anticipate every situation that occurs. In the event there is a question regarding a point on which the handbook is silent, the administration reserves the right to make a decision that is equitable to the student and the school. Any changes in operating policy will be added to the next handbook. However, should the policy go in to affect immediately then parents will be notified in writing and will need to sign an acknowledgment of the change and return it to school.

3. All parents are expected to read the handbook and be familiar with its contents. Parent meetings are held to provide an overview of the handbook and notifying of any changes. Lack of knowledge of a school policy does not free a student/parent from obeying it.

II. Philosophy, History and Governance

A. Philosophy and Goals

First Baptist Christian School of Jasper feels that a child's school experience should be a very meaningful and integral part of his/her formative years. At no other time in his/her life will the child be developing and learning as fast as he/she is during the years just prior to his/her entry into elementary school life. Now, however, instead of being the center of attention, as in the home, he/she has to move into the broad world of school. In his/her new setting he/she should be provided a stimulating environment in which to grow. To enable this child to properly grow and mature, the First Baptist Christian School has established major goals.

These are:

1. Social Development

The child needs help in making the transition from home to school. He/she also needs to develop desirable social habits, such as self-control, fair play, courtesy and consideration for other's rights.

2. Intellectual Development

To stimulate the child's interest in learning, many concepts are emphasized. We also offer a curriculum that goes extends learning.

3. Emotional Development

Here we provide an atmosphere that will give the child an opportunity to succeed and enhance a favorable self-concept.

4. Physical Development

Each child will be provided opportunities for continuous physical growth through playground and classroom activities.

5. Spiritual Development

The child that attends the First Baptist Christian School learns that the Church is a part of everyday life. He/She is provided worship experiences with Christian teachers who interpret the activities in terms of spiritual growth and development. A Chapel Service is held weekly. The day and time will be announced at the beginning of the year. You are invited to attend with your child the first chapel of each month (Birthday Chapel).

Our desire is to provide a flexible program that will enable the child to grow gradually and naturally in all five of the above areas. The program is designed to help each student think for himself/herself, solve problems, follow suggestions and carry out planned procedures to the best of his/her ability at his/her own speed.

B. History

First Baptist Christian School was founded as a ministry of First Baptist Church of Jasper in 1965. It began with a Kindergarten Class in September of that year. The Three and Four Year Old Programs were added during the following years. An Extended Day Program and classes for children 2 years old were added in 2002. In 2007 First Grade and a year later Second Grade, was added. In 2018, Third Grade was added and in 2019 Fourth Grade was added with the understanding that Fifth grade will be added in 2020.

C. Licensing and Governance

First Baptist Christian School is a private Christian School for children 2 years through fifth grade. The Texas Department of Human Services licenses our Pre-K programs. The Texas Association of Baptist Schools accredits our kindergarten through fifth grades. Our inspection report is posted in the entrance hall. You may also; view licensing reports or rules online at www.txchildcaresearch.org. To view a copy of Minimum standards, please see Stacy Shultz.

*We take child abuse very serious. At the end of this handbook you will find a copy of our responsibility and our procedures for dealing with suspected child abuse. All Staff annually take a 1 hour class on identifying and dealing with child abuse. All parents should be mindful of this information.

The abuse hotline is 1-800-252-5400.

Our licensing representative is Mr. Scott Sadler. He is available at 1-409-951-3308.

First Baptist Christian School is administered by its Director. This person also functions as a Principal of the school. The authority of the principal includes, but is not limited to, formulating and administering the curriculum, recommending employment of new personnel to the Christian School Church Committee, supervising and evaluating teachers, authorizing and monitoring school activities and becoming directly involved with parents.

First Baptist Christian School is governed by a Church Committee, consisting of church members, the children's minister, and the director. The Children's Minister is the direct liaison between the church and the school and final authority rests with the Congregation of the First Baptist Church. All daily operations of the school are managed by the Director. First Baptist Christian School is a member school of the Texas Association of Baptist Schools.

D. Faculty and Staff

Our staff consists of 5 teachers and 4 teacher aides in our Preschool and 6 teachers and numerous high school student aides in grades kindergarten through fifth grade. We also provide an intervention teacher in the areas of reading and dyslexia. Our Director/Principal is Stacy Shultz. The Director/Principal participates in at least 30 hours of continuing education annually that directly relates to understanding children, improving job performance and staff supervision. The faculty participates in at least 24 clock hours of continuing education annually that directly relates to understanding children and teaching improvement. This is in addition to the 1 hour on transportation and 1 hour on child abuse. All staff is required to have a Tb skin test upon being hired. Staff is encouraged, not required, to have immunization such as whooping cough, flu, and vaccines which protect against any other diseases that can be contacted.

E. Typical School Day

The building will be opened at 7:30 a.m.

Children go to their classes at 8:00.

Kindergarten to Fifth Grade are tardy after 8:15 a.m.

(*Children are not admitted after 8:20.)

A typical Pre-K day consists of:

Greetings, prayers and learning centers*

Group time-social studies, math, language arts, and science.

Music

Restroom and snacks

Outdoor activities

Group time

Varied activities—games, activity, records, Bible stories, etc.

*Learning centers are specific areas in the classrooms where the child learns by doing or experiencing. The areas of learning are: home living center, block center, science center, music center, library, art center and manipulative center.

Children in Elementary grades participate in 4.5 hours of instruction in the core areas of Reading, Writing, Math, Science and Social Studies. They also participate in Spanish, Computer, Bible class, Art, Cursive, Keyboarding, and the Jasper Project each afternoon.

F. School Calendar

Our school year will follow the public school calendar with exceptions announced at the beginning of the school year whenever possible. If public school closes due to hurricane, snow or other problems, First Baptist Christian School will close. Parents should listen to KJAS at 107.3 to hear any changes to our usual school day. All parents will be given a school year calendar at Open House in August. Monthly calendars will also be sent home, informing parents of upcoming activities. Any changes or additions to the calendar will be noted on the monthly calendars.

Should there be a need to call for an evacuation or closure either mandatory or voluntary involving Jasper County the school will close and not reopen until the evacuation or closure is lifted. This includes natural disasters and pandemics. No refunds for these days will be made nor will hours be added to make up for the ones that have been lost.

If we should need to relocate the students during school hours they will be taken to the Wesley Center of First United Methodist Church. Staff will notify KJAS and we will also make every effort to call you. The phone number for the Methodist church is 384-5735.

Also, during the threat of a severe storm the children will be moved to the computer room which is located across from the Second grade classroom.

At the end of this handbook you will find more information on emergencies including intruders.

III. General Academic Policies and Procedures

A. Class Size Policy

Class size is determined by the Texas Department of Human Services minimum standards. It is based on square footage of room and a predetermined pupil to square footage ratio.

B. Testing & Grading Policy

Our Kindergarten, First & Second Grade classes will take Reading Assessments that are located on the Commissioner’s Approved Assessments List. Third Grade, Fourth Grade & Fifth Grade will meet with rigor and be given a State of Texas Assessment of Academic Readiness Test in the spring. We also, cooperate with the public schools in the screening of children for the “Gifted and Talented” Program. All students in kindergarten through fourth grade will be screened annually to see if further testing needs to occur. Students in the Pre-K, Kindergarten, First, Second, Third, Fourth & Fifth will be screened each year for visual acuity, hearing sensitivity and a general assessment of studies covered and mastered.

Our Grading Policy for grades 1st-5th grades is as follows:

- Daily grades will be entered in the gradebook 1 time each. A student receives the grade that is on the paper. The teacher can review and the student can correct their work, but the grade remains the same.
- Major (test) grades will be entered in the gradebook 2 times each. If a student does not make a grade of 70 on the assignment, they may either correct the paper for a grade of no higher than a 70 or they may have a retest opportunity in which the highest grade is 70.

C. Special Activities

Enrichment experiences appropriate to age are provided for all students. Parents, when appropriate are invited to attend. The experiences include special scheduled educational activities to include:

- | | |
|------------------------------------|---------------------------|
| *Harvest Carnival | *Spring program |
| *Thanksgiving Program | *Christmas Program |
| *Grandparents’ Day | 100 Days of School |
| *Visit a park | *Valentine's Day |
| *Art show | *Walks around town |
| *Book Fair twice a year | * Frosty the Snowman Day |
| *Graduation | * Read Across America Day |
| *Elementary Science Fair | *Book Character Day |
| *Awards Day for K-3 each six weeks | * Christmas Rotation Day |
| *Donuts with Dad | *Muffins with Mom |

The following rules apply to field trips:

1. A student must have written permission from the parent or guardian.
2. Students must travel in transportation provided by the school at all times.
3. All school rules are in effect during field trips.
4. All students should wear their First Baptist t-shirt.

A field trip is any school related activity which takes place away from the campus. Not all classes participate in all field trips. Whenever possible, parents are welcome to meet the children at the field trip destination. If we are not able to have Parents with us, we will let you know.

D. Reporting to Parents

It is the policy of First Baptist Church Day School to require its teachers to communicate with parents about the progress of their students. If you have a question or a concern that you cannot address to your child's teacher, please feel free to visit with the Director/Principal about it at any time. We will do whatever we can to find an answer to your question.

Teachers communicate students' progress through parent conferences, written comments on work the student takes home or notes to the parents. The Kindergarten, First, Second, Third, Fourth & Fifth Grade classes will also receive progress reports and report cards during the year.

We are all here to provide whatever help we can to you and your child.

E. Withdrawing from School

Withdrawal from school is completed in the following manner.

1. A child may be withdrawn from school when notice is given either verbal or in writing to the Director/Principal. Parents are responsible for a full year of tuition unless the child is moving out of our attendance area or unless we are able to place another child in his/her spot. Notice should be given to the school at least 30 days in advance.

2. Financial obligations will continue until the Director is notified and for at least 30 days. No refunds will be made.
3. **Don't forget...you have agreed to pay for a full year's tuition, when you register your child, whether your child attends or not. We try to work with you to fill your child's vacated spot, which would release you from your obligation, but we cannot guarantee that this will be possible.**

F. Experiences available for your child

1. To develop an awareness of God and His Love as expressed through His Son, our Lord and Savior Jesus Christ.
2. To become aware of his/her surroundings through hands-on experiences in learning centers, walks, trips and classroom visitors.
3. To work and play harmoniously with others. **Bullying is not allowed!** We will do all we can to make sure all students understand our policy. We praise our children and offer positive correction. We encourage kindness to everyone. We are all friends.
4. To give the children a good positive start on their careers as students.
5. Develop an appreciation for creative activities by using art materials such as clay, crayons, finger paints, easel art, glue, scissors and paper. By doing so, he/she has the opportunity to express himself/herself with and without directions from adults.
6. To develop an appreciation for music through listening, singing, rhythmic activities and the fun of making up songs.
7. To be able to speak before a group and express himself/herself, and be accepted.
8. To increase knowledge by participation in games, stories and unit study.
9. To learn good health and nutrition habits.

10. To gain the proper concept of numbers by participation in learning centers, games, etc.
11. To create a desire to learn to read by enjoying good books and learning how to handle them properly.
12. To help your child develop a strong foundation on which to build their future success as a student.

G. How you can help- (Classroom visits)

One of the most important elements of school life is the parent's interest in the child and what goes on at school. Parents should ask specific, open-ended questions, such as, tell me what you learned at school today, and look with the child at the work, pictures, exercises, etc., that he brings home. Note any problems your child may have had with work given and provide any help needed at home. Our classrooms are open to visits by Parents, but anyone visiting our building will need to sign in with the Director/Principal, before going to a classroom. We do ask that during naptime, parents do not visit the children unless they are picking up their child. Also, non-custodial parents will need to present proof of their eligibility to visit with their child.

Parents, who make every effort to be present for special activities and programs, are showing encouragement and support for their child. We demonstrate our love and concern for children by investing our time, real interest and enthusiasm in their lives.

Show your support for your child's teacher, by letting your child know that you respect their teacher and you expect the child to obey and respect the teacher, too.

If you are a Mother who is breastfeeding her child, we offer the Nursery as a private place if you should need it. If your child needs to be breastfed during their time with us, you may also use the Nursery should you need it.

H. Preparation for the future

Our Christian School has designed a program beginning with 2 year olds through Fourth Grade to help your child grow in every area of

his life. The younger children begin by learning prayers, nursery rhymes and songs. They are encouraged to develop their own personalities and made to feel that they are loved. Four year olds learn about God through stories and songs. They are encouraged to express themselves in countless numbers of ways. Letters and numbers become a part of their daily lives. They are beginning to build a strong base for future learning.

Your child will be provided with an environment conducive to learning. Reading, writing, numbers, phonics and life skills are all a part of our readiness program. Each child is given the opportunity in many different ways to develop at his own rate. Kindergarten and First Grade are a time for development of good reading skills. Second Grade is a time to practice and further develop skills learned in First. Third Grade through Fifth Grade are years where educational maturity happens. A variety of materials are used to help the children develop a love for learning and a self-confidence that will carry the child through the rest of their lives. All classes are taught Bible verses, stories and Christian values. These are especially emphasized in the older classes. All Texas Essential Knowledge and Skills for Kindergarten, First, Second, Third, Fourth, and Fifth Grade are included in the First Baptist Christian School curriculum. The school uses TPRI to assess student ability as well as other factors in a child's development. The results of this along with the application, and report card which will reflect the child's abilities will be used to help the Christian School Church Committee decide on the child's admittance to class.

All children are eager to learn and we are eager to lay the proper foundations, so that each child will be prepared to meet tomorrow's world.

IV. General Day School Policies and Procedures

- A. Age Requirements – A child may enroll in the proper age group if his/her birthday comes on or before September 1 of the current school year.
- B. Registration – The forms are for compliance with state law and all parts must be completed before the child may be admitted to the school.

REGISTRATION FEE IS NON-REFUNDABLE/TRANSFERRABLE:

For all classes \$215. Returning students' registration fee is \$180 for single students and a cap of \$350 for two or more siblings. Stay and Play for new students is \$50 and returning students is \$25.

Returning Students

**** Due to COVID-19 we made online arrangements for the 2020-2021 school year.**

Forms for returning students will be available on the announced day. All forms must be turned in within one week from the day you received the packet. No places will be held after that day. Only one notification will be sent as a reminder prior to dropping your child. At Open House other needed documents will be handed out and required to be returned within two weeks. Returning students will turn in their registration fee along with the form to secure their spot.

New Students

****Due to COVID-19 we made online arrangements for the 2020-2021 school year.**

New students will be subject to all the same registration policies as returning students. Paperwork is required no later than one week after your registration fee has been paid. You will be notified once and then your child will be dropped and your registration fee will not be returned.

Parents who in a previous year enrolled a child and then later removed that child, forfeiting a registration fee and leaving the school to fill a spot either for the rest of that year or for an entire year, will not be able to register another child until the first of August. They may place their child on our waiting list and will be notified when the first opening occurs.

- C. Tuition and Hours of Operation of the Day School
Your child's tuition is a set fee for the year. To accommodate the parents, we allow this lump sum to be spread out over 10 months. You may choose to pay for the year, each semester, or monthly. Tuition is due on the first of each month and is late after the 10th of the month. After the 10th a \$10 late fee may be charged. Failure to pay tuition for one month will result in your child's dismissal, however your financial obligation will continue for the remainder of the year. If all tuition is not paid by the 20th of the month, your child will not be allowed to return to class. Parents who find themselves temporarily unable to pay their regular tuition should immediately contact the Director/Principal. We cannot help until help is asked for. A tuition schedule can be found in the appendix of the handbook.

Class available for 2-Year olds is:

Tuesday, Wednesday, Thursday from 8:00-11:00

Monday, Wednesday, Friday from 8:00-11:00

Classes available for 3-Year olds are:

Tuesday, Wednesday and Thursday from 8:00-11:00

Monday through Friday 8:00-11:00

Classes available for 4-Year olds are:

Monday through Friday 8:00-11:00

Kindergarten, First, Second, Third & Fourth Grade classes are Monday through Friday from 8:00 until 3:00.

Extended day programs are available for all children beginning with the 3-year-old classes as space is available. All eligible children should sign up for this program at registration. Spots are limited! A drop-in program will be available only if the program does not fill. Drop-Ins must give 24-hour notice and can only stay if space is available. Children may only attend this program on the days they are in attendance for day school. Spots are available for either 3-days (Tues., Wed., and Thurs.) or 5-days (Mon.-Fri.).

Monthly statements will be sent to your email that is listed on registration forms.

You may pay by ECH/ Banking with a \$5 monthly fee, or you may pay with cash, check or credit card (3.4%) to the school office. Tuition should be turned into the church office, school office, online or mailed to the school by the first of each month and made payable to:

**First Baptist Christian School
314 North Main Street
Jasper, Texas 75951**

D. Tardies & Absence Policies-

For all students: No student will be allowed into the building after 8:20, unless they have a doctor's note, or they have notified the Director/ Principal of an issue that is excusable. For grades Kindergarten, First, Second, Third and Fourth Grade, all students need to be in their classrooms by 8:15. If they are late they will be given a tardy. After 3 unexcused tardies it will count as an unexcused absence. After 3 unexcused tardies in a six weeks period, the parent will be charged a fee of \$15. This also refers to picking up early. Kindergarten to Fourth Grade's day lasts until 3:00, if you need to pick them up early, a doctor's note or an excuse will be needed. Absence from school must be followed with a doctor note or a parent note explaining the absence. If documentation is not provided, then it will be counted as unexcused. A student can miss 15 days and then their absences will be reviewed and if there are numerous unexcused absences, they can either be required to attend tutorials with a fee of \$20 per hour of service, or warned to do better attending school. Once a student reaches 20 absences there will be a parent meeting to decide the next course of action in the student's placement at school.

- E. Transportation – All cars are to form a line next to the children's building on Austin Street heading south. This will allow loading and unloading without children passing in front or behind cars or crossing the street. Never pass a car in the driveway area. If you wish to walk your child into the building, please park in the lot across the street, not on the street in front of the school. Please do not block our drive at any time! All

children must be accompanied by an adult when they are out of the car.

- F. Messages – Verbal messages brought by the children cannot be accepted by the teacher. Please send written messages or join our Remind Text so you may send a message to your child’s teacher. If the need arises, you can call the school at 384-7033, to send messages to the teachers. If it is not possible for the teacher to come to the phone, please leave a message with the Teacher’s Aide and the Teacher will call you back after school. The school email address is dayschool@fbcjaspertx.com
- G. Private Conferences – Private conferences to evaluate progress or discuss your child can be set up at any time after 11 for Pre-K classes and 12:30 for grades kindergarten to fourth. Please do not discuss your child in his or her presence. Call the school if you need to schedule a conference. No parents will be allowed down the hall to visit with the Teachers before school, set up a conference. We will host a Parent Conference Day each semester to allow opportunities for you to discuss your child.
- H. Birthdays – Each child, on their birthday, may bring a birthday cake or cupcakes to share for their birthday at refreshment or lunchtime. Lighted candles are not allowed. Children will not give or receive birthday gifts at school.

Invitations to parties will not be passed out in class unless everyone is invited. Similarly, Valentines, etc., should include all children. Individual gifts are not allowed at any time. Be sure if you send a gift for one child in the class you will send one for them all.

- I. Clothing – Children should be clothed appropriately for the weather. Your child should wear comfortable clothing–play clothes that they can get dirty without feeling guilty. Please do not send your child to school in clothes that are so special they cannot be gotten dirty. **NEVER** tell your child you will be mad if they get dirty at school. We work

very hard and we **DO** get dirty. Mark each article of clothing, such as coats, sweaters, hats, gloves, etc., with the child's name. We will not be responsible for mixed up items if they are not labeled with a child's name. All shoes must have a full back or a strap across the back. Flip-Flops and similar shoes are not allowed. Parents of children under 4 need to arrange to leave an extra change of clothing.

*All pants must be worn high enough in the back to fully cover the child at all times. If there is a problem with any item of clothing, parents will be called to bring other clothes. Failure to do so could result in your child not being allowed back in school.

- J. Refreshments – Children are served water with snack each day. In compliance with the Minimum Standards of the State of Texas, we are not allowed to serve beverages with added sugar such as carbonated beverages. This applies to breakfast as well as lunch. Only 100% juice or milk is acceptable. Children enjoy bringing a special snack to share with their class. Check with your child's teacher to arrange this. Please do not send any foods that need preparation or refrigeration. **We are not serving a snack or lunch that will meet all of your child's daily nutritional needs.** Please keep that in mind when planning your child's lunch. If your child has an allergy to any foods, we will need a note from your doctor verifying this to place in their folder. We serve a morning snack to all children. Children may bring a breakfast to be eaten in the TV room prior going to class. It must be finished before the child leaves the TV room. No child will be allowed to eat in their classroom unless the treat is for all of the children.
- K. In compliance with the State of Texas regulations, no child in First Baptist Christian School will be given a spanking, deprived of food, shaken, hit or humiliated as a method of punishment. Discipline shall be based on an understanding of each child's needs.

Each teacher will use a system that follows this basic form:

First Offense.....Warning
Second Offense.....3–5 Minute Time Out
Third Offense.....5 Minute Recess Time Out
Fourth Offense.....Visit with Director / Principal
Fifth Offense.....Parents will be Notified

In the case of a major problem children will be taken directly to the Director/Principal and Parents will be notified. Any child whose behavior is harmful to other children may be sent home with their Parents. Children who are consistently harmful or disruptive to others will be dropped from the program.

- L. Health Regulations – Any special problems or occurrences concerning the health of a child will immediately be brought to the attention of the Parents. Please **DO NOT** send your child to school with a fever. We will send them home. We require that all children who have a fever, a bad cough, or an upset stomach remain out of class for 24 hours or longer if the symptoms are not cleared up. We do not give medication at the school and we do not allow for any to be sent with your child.

1. The laws of the State of Texas and the Department of Human Services require the following immunization for all children enrolled:

**SEE ATTACHED SHEET FOR
IMMUNIZATION REQUIREMENTS**

1. All children in Pre-K 2's -4's must have a current medical examination upon enrollment.
2. Changes in a child's physical condition must be reported in writing. Parents must notify the school in writing if a child's physician changes.
3. There must be a signed and notarized emergency treatment authorization on file for each child for all new students in our Pre-K program.
4. No medicine will be given to the children while they are in our care, unless the parents dispense it themselves. No medicine is to be sent to school with your child!
5. We can accept only healthy children. We are depending on you to help us maintain this policy. All children will be examined on arrival at school each morning. Symptoms such as cold with fever, severe coughing, skin eruptions, sore throat, fever, vomiting or diarrhea will necessitate our sending your child home.
6. A child who has been kept home or sent home sick should remain out of school for twenty-four (24) hours after he/she is free of temperature, diarrhea or vomiting. Any child sent home with pink eye would be required to bring a note from a Doctor to return to school. Chicken pox requires the child to remain out of school for a full 7 days or longer, if all pox has not scabbed over. This is for the protection of your child as well as the other children.

7. In case of accident or sudden illness, we will, at all times, try the following:

- a. Contact the Parent(s)
- b. Contact the child's physician
- c. If the parents or physician cannot be reached, or in an extreme emergency, the child will be taken to the emergency room of the hospital listed on the application.

8. No medicine may be sent to school with your child for delivery to another caregiver. **No exceptions will be made to this rule.**

9. Any child sent home with a rash would need to stay home for 24 hours or bring a Doctor's note that the child is **NOT CONTAGIOUS. NO EXCEPTIONS!!**

M. Discrimination—First Baptist Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

N. We Care – At all times we have personnel certified in Pediatric CPR and First Aid present at First Baptist Christian School. Staff is also required to take a one-hour class annually in the detection and reporting of child abuse.

O. Fire and Tornado Drills – Fire, tornado drills and other emergency procedures in accordance with city, county and state regulations will be practiced and reviewed on a periodic basis. The same is true for Intruder Drills. There is a page at the rear of this handbook giving more

information on our safety procedures. (See the section on school calendar for more information.)

- P. Toilet Training – It is not the mission of First Baptist Church Christian School to provide toilet training for your child. Any child in our Three-Year-Old or older classes must be able to go to the bathroom on their own. A child who consistently refuses to go to the bathroom or one who has a large number of accidents will not be allowed to return to class until the problem has been resolved. This policy includes all programs. (Parents would still be required to pay tuition to hold the child’s spot in the class.) A child must be toilet-trained to attend First Baptist Christian School. To be considered “Potty-trained” a child must be able to handle his own bathroom needs with only limited assistance. Assistance such as: helping to zip or button pants is always given. All children are expected to wash their hands after toileting and exit the bathroom fully clothed. We also expect a child to leave the bathroom as clean as possible.
- * Toilet training is not a requirement for the 2-year old classes, but parents must provide diapers and wipes.

- Q. Student Pick-Up: Children will leave their classrooms at 11:00. If you wish to walk up and meet your child, please wait outside the loading door while we bring the children to you. We will load the children 2 at a time. Please, if you are parked in our drive, do not leave your car. We will bring your child to you. No child will be taken across the street to load. Parents should park on the school side of the street so we can safely load all the children.
- Children, who go to a day care after school, will need to bring a note if this changes.
- Stay and Play will dismiss at 2:45 each day. Kindergarten through 5th grades will be dismissed at 3:00 each day. Therefore late fees for stay and play will be applied after 3:00 and K-5th after 3:15. If you have a student who is in stay and play and K-5 you may pick both up at 3:00 with no late fee penalty.

When there is someone different picking your child up:
WE MUST HAVE A NOTE. Also, this person will need to present us with a driver's license or other form of identification.

LATE PICK-UP

Late pick-up is when a child is picked up more than 15 minutes after our dismissal time. (11:15 after Day School, 3:00 after Stay and Play & K-4th) This will result in a fee of \$15.00. This fee is to be paid no later than the next school morning. Repeated late pick-ups will result in your child not being allowed to return to our programs.

First Baptist Christian School wants to provide a healthy environment for our children. To help with this we need parents to remember we are a tobacco-free, gun-free school. Anyone not following this rule will be asked to leave.¹

We are a Gang-Free Zone. Any gang related activity in the area of the school will carry a heavy penalty.

Thank you for sharing your child with us this year! We will do everything we can to make this year a positive experience for you and your child.
