



### Mission Statement

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



**KINDERGARTEN  
HANDBOOK**

# WELCOME TO FIRST BAPTIST CHURCH KINDERGARTEN

## DAILY SCHEDULE FOR STUDENTS

8:45-9:00 am..... Arrival  
11:45-12:00 pm.....Dismissal

**\*\*All children must be picked up by 12:00 pm each day  
or a fee of \$5.00 will be charged for each additional five (5) minutes.**

### ARRIVAL

Students should be dropped off on the Sitgreaves side of the Church at the Rotunda. Teachers will be present to assist you.

### TARDINESS

Our school day begins promptly at 9:00 am. The first few minutes set the tone for the preschooler's day. If your child is tardy, it will be necessary for you to walk them to their room. There will be no teachers in the Rotunda after 9:00.

### CONFERENCES

Parents are encouraged to visit your child's classroom; however, it is appreciated if you notify the director or teacher when you will be visiting. If you need to discuss something with the teacher, we ask that you do that at the end of the school day or schedule a conference time. If you need to talk during the pick-up line, please pull down to allow others to load or unload children. Parent-Teacher conferences may be scheduled throughout the year. All talks with the director or teacher are to be with the parents only, not in the presence of the child.

### RELEASING STUDENTS FROM SCHOOL/MESSAGES

For any change in the daily routine, parents are asked to **write a note** or **call or text 864-200-1681**. For instance, if your child is to ride home with another parent, please write a note. We cannot depend on your child's interpretation of your instructions. Safety for the children in our program is of great concern to us. Our mutual cooperation will make this a stimulating and rewarding year for your child. Children are only released to adults authorized by parents on the Pick-up Authorization Form.

### INSURANCE

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

### CLOTHING

Students need to wear clothes that are comfortable, washable and appropriate for the season and the day. Unless it is raining or below 40 degrees you can assume your child will be outside to play during part of the day. **Please help us to identify your child's clothing by writing the child's name on his or her items.** Teachers cannot be responsible for locating misplaced or lost articles that are not labeled. We recommend a closed-toe shoe on the playground for safety and comfort while playing outside. You may wish to send sneakers for outside play if your child is wearing sandals or flip flops in the building.

### SHOW AND TELL

Sharing with others is an important part of the child's development. At the teacher's discretion, your child may bring educational toys to share with his/her classmates. Please encourage him to bring one item that will enhance the theme being studied. Clearly mark the item with the child's name please. Each teacher may have her own policy on Show and Tell, so please ask her if this is not stated clearly at the beginning of school.

### CURRICULUM

FBC- Kindergarten is a Christian school. We place emphasis on helping a child develop spiritually, mentally, socially, and emotionally. Our teachers use a variety of resources for lesson planning that are designed to be appropriate for the age level being taught. Children are encouraged to interact with the classroom environment through home living, blocks, art, music, math, science and manipulatives. Our staff works hard to make sure that the foundations are in place to give children skills needed as more challenging and difficult work presents itself.

Your child's teacher will communicate with you through a weekly newsletter or monthly calendar about themes or activities. Check your child's book bag for this information. You can be involved in the learning process and reinforce at home what is happening at kindergarten. We also recommend you check your child's bag daily for activities, crafts, or notes from the teacher.

# SCHOOL POLICIES

## ADMISSION POLICY:

In January, the parents of children already in our program and Church Members will be notified that enrollment opens in February. After 2 weeks, registration will be open to the public. Children must be the appropriate age on or before September 1<sup>st</sup>.

## FEES and TUITION:

The **Registration Fee** is non-refundable and should accompany the registration form to insure your child's spot in the program. **Tuition** is due and payable on the first of each month. Make checks payable to **FIRST BAPTIST KINDERGARTEN or FBCK**. Checks may be mailed to the church, paid at the Financial Secretary's office, or given to the Kindergarten Director. Auto-Bill Pay through your bank is welcome as well. **Cash payments** must be done when a receipt can be written to you immediately. This means after 12:00 pm or whenever the Director is not teaching children. **DO NOT GIVE CASH** to children to give to teachers, please!

Tuition is tax-deductible. You will receive a statement in late January reflecting the amount you have paid for the calendar year.

A **late fee** of \$10 is assessed after the 10<sup>th</sup> of the month.

**\*Please do not leave tuition payments in the church mailbox.\***

<u>CLASS</u>	<u>DAYS</u>	<u>Church members</u>	<u>Non-church members</u>
<b>2K</b>	<b>Tuesday-Thursday Only</b>	<b>\$130</b>	<b>\$145</b>
<b>3K and 4K</b>	<b>Monday-Wednesday-Friday</b>	<b>\$170</b>	<b>\$185</b>
<b>3K and 4K</b>	<b>Tuesday-Thursday Option</b>	<b>Add \$100 to monthly tuition.</b>	

**If you are enrolling more than one child, the second child gets a 25% discount in tuition.**

## BEHAVIOR:

We expect the very best out of our students. We will not tolerate any aggressive or disruptive behavior that detracts from the learning of others. If this behavior occurs, however, the consequences will be as follows:

- 1.Warning from the teacher
- 2.Teacher Conference
- 3.Conference with Kindergarten Director
- 4.Other actions taken, which could include dismissal from the program

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

## HEALTH REQUIREMENTS:

All children in our program are required to provide an updated **immunization record**. If your child should develop a contagious disease, notify the director. **Please make sure your child is well and has not had fever or vomiting in the previous 24 hours before sending him to school. A temperature of 100° constitutes a fever that would keep your child from attending school.**

## BIRTHDAY PARTY POLICY:

Parents are welcome to help celebrate their child's birthday at Kindergarten during snack time. Parents may attend or simply drop-off special snacks for the birthday. We encourage healthy snacks like fruit, crackers, and juices. Large iced cupcakes are not recommended. If you want to have a cake-type treat, Little Debbie cakes usually are easy to handle and a nice portion size. It has been our experience that letting your child choose a special treat for the class works well. You do not have to spend a lot of money to impress the kids or teachers. The simplest snacks that create the least waste are a big hit with everyone. You can supply birthday plates and napkins to make the party memorable as well. Also, please let teachers know in advance your plans for your child's birthday at Kindergarten. Remember to ask about allergies in your child's class as well.

## HOLIDAY PARTIES:

We ask parents to help with one class party during the year. Sign-ups are available at Open House. We celebrate Halloween, Thanksgiving, Christmas, Valentine's Day and Easter with special snacks. Two parents will be asked to contribute to the party with food (a sweet and salty snack), drink and paper products. The classroom teacher will remind you about the party in advance.

## CONTACT INFORMATION

**FIRST BAPTIST CHURCH KINDERGARTEN**  
**300 West Main Street**  
**Laurens, SC 29360**  
**864-200-1681**  
***fbck@prtcnet.com***

### **Church Staff**

***Rev. Phil Hall.....Minister of Education & Family Life***  
***Rev. Adair Rogers.....Minister of Music***  
***Rev. Tommy Cox.....Minister of Youth***

### **Kindergarten Staff**

***Kay Henderson – Director***  
332 Deerfield Drive  
Laurens, SC 29360  
864-200-1681

***Susan Varner***  
836 Cherrywood Lane  
Gray Court, SC 29645

***Heather Rogers***  
205 Woodbluff Road  
Laurens, SC 29360

***Karen Madden***  
36 Burns Circle  
Laurens, SC 29360

***Mary Pat Wasson***  
1021 Neely Ferry Road  
Laurens, SC 29360

***Noel Spencer***  
1951 Fort Lindley Road  
Laurens, SC 29360

***Ann Anderson***  
1323 Southview Drive  
Laurens, SC 29360

***Carol Hall***  
112 Blakely Ave.  
Laurens, SC 29360

***Elizabeth Franklin***  
104 Blackberry Trail  
Laurens, SC 29360