



# **Parent Handbook of Policies and Procedures**

Revised 2020

# First Academy Preschool Parent Handbook

First Academy is a ministry of  
First Baptist Church/Leesburg

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You can also find us on Facebook

Consistent with Christian principles, First Academy Preschool does not discriminate in regard to race, color, national or ethnic origin in the administration of its educational policies or financial aid program.

First Academy Preschool reserves the right to unilaterally amend, change, modify, delete, replace or add to the policies in this document, or to any other School policies or procedures, at any time, with or without prior notice. Such changes will be communicated in a timely manner.

Dear Parents,

I first want to welcome you all to the new school year. We are so excited and eager to have your precious child/children. As you can see, we have had many changes in our preschool with the same Christian and Academic foundation.

The mission of First Academy Preschool, Inc. is to teach children spiritually for their growth in their walk with Christ, socially and physically prepared for early development, academically ready for Kindergarten. We strive to establish a strong partnership with the parents in the total development of the child.

Our teachers and I have been eagerly preparing for the school year. They have all been going above and beyond to prepare their classrooms and curriculum for your child/children.

We have Chapel every Monday from 9:00 to 9:30 with your children, led by our pastors and our art/music teacher, and we welcome you to visit with us during this time too.

If during the year, you have any concerns or questions, or just want to talk, please stop by or call me.

Looking forward to a great year!

Brandi Simmons  
Director of First Academy Preschool

Dear Parents,

We welcome your child to First Academy Preschool, a subsidiary of First Baptist Church, and hope the learning experiences here will be rewarding ones! The program has been planned for babies through pre-kindergarten. Our goal is to help them in their complete development, while giving them loving care and guidance that our children need.

As parents, I invite you to make appointments to visit us, ask questions, and make suggestions. We need the close cooperation and understanding of parents and staff for the success of your child's experience.

If you do not have a church home, let me invite you to become a part of our Church. Our worship services are at 9:45am, and 11:00am every Sunday. We also have Wednesday night programs at 6:00pm. There is a place for every age (birth-adult) at different times for Bible Fellowship. We would love for you and your family to join us! You may also go to our web site at [www.FBCLeesburg.org](http://www.FBCLeesburg.org) to read more information about our church.

Whenever you have questions in regards to your child's care, please feel free to call me at (352)787-1005 or Brandi at (352)787-0155.

We look forward to working with you and your child.

In His Love,  
Suzanne Garner  
Administrator of Children

Dear Parents,

We, the members of First Family, believe that Jesus Christ is the Way, the Truth and the Life. Our mission and mandate is to faithfully share Him with others. In order to do this effectively, it demands spiritual, moral and intellectual excellence daily demonstrated by all involved in First Academy Preschool. To that, we commit ourselves without compromise.

We recognize children are very precious to our Master. Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.” (Luke 18:16) Following in the steps of the Master, we at First Family have a special love for children and seek to train them in His way, both by teaching and example.

As a Pastor of this great family, I sincerely want to serve you and ensure you of my personal support in the work of this great Academy. Do not hesitate to contact me if I can assist you in any way.

In His Service

Art Ayris  
Executive Pastor

## **HISTORY**

First Baptist Child Development Center was started in August 1977. We began this ministry with 30 children. We were then meeting in Building A. The Child Development Center was established to provide a quality, Christian childcare for the children in the Leesburg area. In October of 1986, we moved into our new facility and began to rapidly increase in our enrollment. In October of 1992, we became affiliated with FACCS (Florida Association of Christian Colleges and Schools) and became First Academy Preschool. Then we changed over to ACSI (Association of Christian Schools International) in the year of 2002. First Academy Preschool is now licensed by DCF. (License #C05LA0164)

## **Mission Statement**

The mission of First Academy Preschool is to teach children spiritually for their growth in their walk with Christ, socially and physically prepared for early development, academically ready for Kindergarten and to establish a strong partnership with the total development of the child.

## **PHILOSOPHY**

First Academy Preschool is committed to providing a loving Christian environment where our children can grow spiritually, socially, intellectually, and physically. Our program is built around the Bible in that it teaches us to “Grow in Grace and Knowledge of our Lord and Savior, Jesus Christ”, (2Peter 3:8) and “Train up a child in the way he should go, and when he is old, he will not depart from it” (Proverbs 22:6).

We believe that each child who enters our program is a unique and special gift of God, and that it is our privilege and responsibility to help him be the very best that the Lord would have him be. We believe in the importance and authority of family and the church.

### **Spiritually:**

We are committed to presenting the love of God and the understanding of His word, the Bible. We teach children that God loves and accepts each of them and that there is good and evil, and for them to make right choices. We want children to have a beginning understanding of worship, as well as participate in opportunities to worship Jesus as their Lord and Savior. We seek to teach scriptural principles within all activities.

### **Socially:**

We believe that young children learn through well planned individual and group activities. Through guided learning centers, and structured circle times, our children learn to work and play together, respect each other and their property, and obey those in authority. Through participation, young children learn about their responsibility to God, family, friends, and community.

### **Intellectually:**

The curriculum has been carefully chosen and evaluated to assist each child in attaining age appropriate skills and concepts. Activities are planned around curriculum themes, which integrate a variety of language arts, math readiness, science, art, music, and communication skills.

### **Physically:**

Activities in the classroom and the playground provide opportunities to develop gross and fine motor skills. Throughout these activities, students gain skills that lead to success in school. Good health principles are taught and practiced. From clean rooms, clean hands, to teaching good hygiene, the children are learning to develop healthy habits.

## **Statement of Faith**

We believe the Bible is the inspired, inerrant, and infallible Word of God. Therefore, it is our sole norm of faith and practice.

We believe that God is Spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, holiness, justice, grace, goodness, and truth.

We believe that Jesus Christ was conceived of the Holy Spirit, born of a virgin, lived a sinless life, and died on the cross to pay the penalty for our sins.

We believe that Jesus was physically resurrected to purchase a place in heaven for us which he offers as a free gift, providing the only way of salvation for all men.

We believe in the Trinity consisting of three persons – Father, Son, and Holy Spirit – in one God.

We believe that God created man in His own image and in a state of innocence, but that through temptation man willfully transgressed. As a result, all human beings are born with a sinful nature and the wages for this sin is death.

We believe in the church, the body of Christ, whose mission is to preach the gospel to the entire world.

We believe that a true believer is secure in Christ forever and is called to live a holy life.

We believe that the ordinances of the church are believer's baptism by immersion and the Lord's Supper.

We believe in the personal, premillennial return of our Lord Jesus Christ, prior to the establishment of His kingdom.

We believe that those who are believers shall be forever in the presence of God and those who have rejected Christ will be separated from God forever.

## **Staff**

First Academy Preschool only hires teachers that have the love for Jesus Christ and the love for children. Upon interview they are asked to give a clear testimony with their walk with Jesus. They are required to also be active in their church.

All staff is required to have or have started within 90 days and finish within a year the 40 hour state mandated early childhood training courses. They are also required to obtain their First Aid and CPR and attend at least 10 hours of in-service training each calendar year. The staff is also encouraged to continue their education in Early Childhood by obtaining a Childhood Development Associate (CDA) and their Early Childhood Degree.

## **Admission Policy**

Acceptance to First Academy Preschool is granted to those families and children of any race, color, and national or ethnic origin who demonstrate a sincere desire to have a Biblically based education. A child is admitted to First Academy Preschool on basis of available space.

First Academy Preschool has the right to refuse enrollment to children or families who have demonstrated disharmony regarding purpose, objectives, standards, policies, rules, and regulations of the preschool.

First Academy Preschool accepts children ages 6 weeks through 5. The child will be placed into the age appropriate room. The child's tuition will be determined by the classroom placement and length of stay of the child.

First Academy Preschool does not have programs or qualified staff to assist students who have been classified, or who during their time at First Academy Preschool become classified, as special needs students.

## **Enrollment Procedure**

Registration begins with the completion of the application and the payment of the registration fee. The registration fee of \$150.00 is due when you first enroll your child, and the fee is per child. There is a re registration fee of \$50.00 which will be charged each July thereafter for the new upcoming school year. Registration Fees are nonrefundable. Registration fees cover insurance, materials, and supplies.

Other items that are required to complete registration are the following:

Signed contract

Signed Discipline Form

Signed Acknowledgement of Parent Handbook

Shot Record

Health Exam

Eligibility Form (VPK ONLY)

## **Attendance**

Regular attendance is requested to provide your child with a solid early learning foundation. Please try to have your VPK child here Monday - Thursday. VPK children can only miss 20 days. If you have 5 tardies this will result in a one day's absent for VPK students only. If they miss more than 20 days with/without excuses will result in termination of VPK, in order to stay at FAP you will be required to pay the regular tuition for a preschool child.

**If your child is going to be out of school for any reason, please let us know in advance or the day of. If we do not hear from you, we are required by our DCF standards to call you within an hour of the child's normal arrival time. They are implementing this rule to help reduce the risk of a child being left in a vehicle.**



## **Withdrawals**

If it becomes necessary to withdraw your child from First Academy preschool, you are to notify the preschool office at least **two weeks prior** to your withdrawal. If First Academy preschool is not notified of at least two weeks prior to the withdrawal date you will be responsible for payment of two weeks after the withdrawal date. Records will only be released if tuition is paid up in full.

## **School Hours/Holidays**

First Academy Preschool is open from 7:00 a.m. to 5:30 p.m., Monday through Friday except for holidays listed below. The curriculum part of our day begins at 8:30 a.m. It is mandatory for all children to be here by that time unless prior arrangements have been made with the teacher and/or the director. VPK starts at 9:00 and it is mandatory for VPK children to be here by 8:45.

The preschool is closed on the following days:

- Labor Day
- Veteran's Day
- Thanksgiving Day & The Day After
- Christmas Eve Day
- Christmas Day
- New Years Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Teacher Workday (Friday before first day of school)

Please be advised these could change or be revised at any time with written notice to parents.

## **Arrival and Departure**

Our center opens at 7:00am. No child can be accepted prior to this time. When arriving please accompany your child to his/her classroom or the designated classroom that they need to be in. Always make certain that you are leaving your child in the care of a teacher. Never leave your child in a Preschool room alone!

It is mandatory by DCF and the Early Learning Collation that all children be signed in and out daily. Each child will need to be clocked in and out at one of our computer terminals located at the front desk.

Please take your child's belongings (backpack, lunchbox, sleep items, extra clothing, jacket etc) to his/her classroom. Please make sure every item is labeled with their name. This will help us to avoid loss items. Please do not send toys from home with your child unless it is specified by your child's teacher.

It is best if you are prepared to say goodbye to your child at the door of their class. Prepare your child in advance of arriving to school that you will be leaving him/her at the classroom door and that you will be returning at a specified time. A parent that remains in the room too long often makes the separation more difficult. It is hard for parents to leave a crying child at the door but be assured that they are usually busy playing by the time you are in your car and on your way. Feel free to call us and check on your child. We want you to feel confident about leaving your child with us.

It is mandatory to have your preschool child here by no later than 8:30am and VPK here by 9:00am. If you have 5 tardies this will result in a one day's absent for VPK students only. This is when their day begins with Chapel (Monday mornings), Bible time and curriculum. We do not want them to miss the valuable learning experience and also it is a disruption to have children coming in, in the middle of curriculum, lunch and nap. We will make exceptions if your child has a doctor appt etc, but you must notify the teacher and the director that your child will

be in late due to that. It is our policy that you may not drop off your child during lunch and naptime hours which are from 11:00 – 2:00.

Our center closes at 5:30pm. Please make sure you have your child picked up by this time. If there is an emergency which prevents you from picking up your child by this time please call us immediately and let us know that you will be late. Picking up your child late after 5:30pm will result in an automatic charge of \$10.00 from 5:31 to 5:40 and an additional \$5.00 for every 5 minutes after.

Your child will be released only to the authorized persons listed on the Authorized Pickup Form. This policy will be strictly enforced. Identification will be asked for in cases where the teacher or director is not familiar with the person picking up the child. This is for the safety of your child. Please inform all authorized individuals that we require photo identification in order to release the child.

**\*Please Note: Arrival and departure times are not convenient for teachers to discuss your child. Please let the teacher know that you wish to have a conference. The teacher's attention MUST be on her children.**

### **Accidents**

Utmost precaution is taken to prevent accidents. All our staff have received training in CPR and First Aid. In the event of an accident, we will follow these procedures:

- First aid administered to minor injuries
- Call to the parent if need be
- Injury/Accident Form to parent and director
- For emergencies 911 will be called

### **Illness**

A visual health inspection is made each day. If a child shows visible signs of illness, the child will not be accepted and the parent will be asked to take the child home.

If a child has a fever of 100.4 or greater, diarrhea, vomiting, green mucus from the nose, or a rash the parent will be called to take the child home. **Parents are asked to make arrangements within 30 minutes to pick up their child.**

**If we have to send your child home for one of the above symptoms they will not be allowed to return back to school the following day unless you submit a doctor's note (must be from a pediatrician) stating they are not contagious.**

We ask parents to call and notify the school regarding the child's symptoms and or diagnosis. This enables us to notify parents in the event of a contagious illness.

If your child is prescribed an antibiotic, they must be on the antibiotic for a full 24 hours before returning to school and with no fever.

Because most preschoolers will occasionally be ill, it is helpful to have plans for alternate care in case of illness. We understand that it is sometimes difficult for working parents, but these policies are intended to protect all of our children from catching the many infections that can spread through a class. We ask that you help your child and your child's teacher by not sending your child to school when they are not feeling well.

Please help your child practice hand washing at home. It is imperative that children wash their hands with soap and water every time they use the bathroom and before snacks and meals to help avoid the spread of colds.

**The following policies apply:**

**Cold with yellow or green nasal discharge**

**Child can return when yellow or green discharge has subsided.**

**Constant clear runny nose**

**Child can return when constant runny nose has subsided.**

**Productive cough (Croup, Bronchitis, Strep Throat)**

**Child can return to school after beginning antibiotic for a FULL 24 hours after the first dose and when coughing subsides.**

**Persistent Phlegmy Cough**

**Child can return once the persistent phlegmy cough subsides.**

**Communicable Diseases**

**Chicken Pox**

**Fifth Disease**

**Hand-Foot- and Mouth Disease**

**Infectious Hepatitis (Hepatitis A)**

**Hepatitis B**

**Impetigo**

**Measles**

**Mononucleosis**

**Mumps**

**Pink Eye**

**Pinworms**

**Ringworm**

**Rubella**

**Scabies**

**Scarlet Fever**

**Shingles**

**Communicable diseases are those diseases which may be transmitted from person to person. (When a communicable disease is suspected, please keep in mind that this is a confidential matter.) Communicable disease can be transmitted via any of the following routes:**

- ❖ **Direct contact with infested individuals or body fluids.**
- ❖ **Contact with contaminated objects such as clothing, bed linen, equipment, or other belongings.**
- ❖ **Droplet spread by coughing, sneezing, or talking.**
- ❖ **Airborne dust/particles or moisture in the air.**
- ❖ **Contaminated food and water.**

**Any of the following signs and symptoms may indicate the beginning of a communicable disease:**

- ❖ **Fever (over 100.4)**
- ❖ **Jaundice**
- ❖ **Red or draining eyes**
- ❖ **Chills**
- ❖ **Cough**
- ❖ **Nausea**
- ❖ **Sore Throat**
- ❖ **Pain**
- ❖ **Stiff Neck w/ Fever**
- ❖ **Headache**
- ❖ **Rash**
- ❖ **Vomiting**

### **Medication**

First Academy Preschool will not be responsible to give any type of medication to your child. The parent/guardian is responsible for administering any and all medications to the child. We do allow diaper cream only. It must be in original packing and a release form must be signed. We cannot be responsible should they have an ill reaction to the medicine. Please when possible ask your child's pediatrician to prescribe a medicine that can be administered twice a day to make this convenient for all parties involved.

### **Health Requirements**

The student health form and the immunization record must be completed and signed by a physician and given to the center prior to the first day of school. We must have these records or your child cannot attend. This is a regulation of the state. These forms are available in your physician's office. It is important that you keep your child's shots & physical up to date and turned into the office.

### **Emergency Contact Information**

Emergency contact information is kept on file in the office as well as in your child's classroom with the teacher. It is very IMPORTANT that we have accurate, current phone numbers and addresses: including place of employment phone numbers and all cell numbers for your child. As well as anyone that can be contacted in case you are not able to be reached. If any of your information, especially phone numbers, should change during the year, please notify the office. Only people listed on this form are authorized to pick up your child.

### **Birthdays**

Birthdays are important to children. We are happy to celebrate your child's birthday with him/her. If you wish to bring cupcakes, cookies or anything else please let the teacher know and they will arrange it either during snack or lunchtime. If you are sending birthday invitations, please make sure every child receives one in the class.

### **Toys**

Each teacher has the option to have show and tell. Please do not send toys from home unless your child's teacher authorizes it. Do not let your child bring in guns, knives or very large toys.

### **Clothing**

We encourage you to dress your child in comfortable clothing. Please do not dress your child in their best outfits because they could get messed up while painting, gluing, playing outside etc. **Do not send your child to school with flip flops or sandals without a back strap.**

Please be sure to send in one complete change of clothing in case of accident or emergency. This will include a pair of shoes and socks. If your child does not have a change of clothing and the need arises you may be called to bring one. Please make sure you label all clothing including sweaters, sweatshirts and jackets. All lost or unclaimed items will be donated to our Benevolent Center. First Academy Preschool is not responsible for lost items.

### **Conferences/Parent Communication**

Parent/teacher communication is the key to a successful relationship that every parent and teacher should have to provide a quality teaching environment. In order for parents to be aware of their child's progress, you will be asked to please meet at each specified time that the teacher requests conferences. At anytime that you feel like you need to meet and talk to the teacher we encourage you to please request a conference with your child's teacher. Please do not distract the teacher from her responsibilities while dropping off or picking up your child. Teachers cannot properly supervise their children in their class if they are talking with parents. There are many ways that you can contact the preschool office. You can contact us by phone at 352-787-0155. You may also contact us via email at [BrandiSimmons@FBCLeesburg.org](mailto:BrandiSimmons@FBCLeesburg.org) or [SuzanneGarner@FBCLeesburg.org](mailto:SuzanneGarner@FBCLeesburg.org). Email is sometimes easier to

get through. You may also stop by the office at any time in person from 8:30 – 5:30. Please feel free to contact us at anytime for any concerns, suggestions or praises.

## **Curriculum/Chapel/Daily Activities/Extra Curricular Activities**

### **Curriculum**

Infants – Older Two’s uses The Creative Curriculum for Infants, Toddlers and Two’s. This curriculum is a play-based curriculum to teach a variety of age appropriate activities and foundation. Creative Curriculum is broken down into 3 volumes; The Foundation, Routines & Experiences and Objectives for Development & Learning: Birth through Kindergarten. We use A-Beka and/or Praise Factory as our Bible Curriculum. They tell Bible stories with Bible verses along with hands on learning centers.

Three Year Olds - K 4 (VPK) uses Creative Curriculum and A-Beka and/or Praise Factory for Bible. Their curriculum is based on 38 objectives for development and learning, which are fully aligned with the Head Start Child Development and Early Learning Framework as well as early learning standards for every state. It presents knowledge-building volumes and daily practice resources in tandem, giving every educator the “what,” “why” and “how” of early childhood education. It also addresses all the important areas of learning, from social-emotional and math to technology and the arts, and incorporates them throughout every part of every day.

In addition we also incorporate Preschool Prep into our daily curriculum.

During Bible they will learn to:

- Memorize Bible Verses
- Will know that Jesus is God’s Son
- Will know that God loves them
- Will develop attitudes of kindness, cooperation, courtesy and helpfulness to others

### **Chapel/Music**

Older Two’s – K4 will attend Chapel each Monday morning at 9:00 am. This is one of the most enjoyable times of the week. The children sing songs about Jesus, pray, and hear stories from the Bible. Parents are invited and encouraged to attend. Your child will also attend a music/art class during the week where they will learn about different types of music, instruments, artist, etc.

### **Daily Activities**

Your child will begin his/her day by an educational program using the appropriate curriculum which will begin with Bible and then have hands on learning activities. The appropriate age groups will attend Chapel on Mondays. They will have a music and art class during the week. The class time will start sharply at 8:30am daily and we ask you to please make sure your child is here on time (this is a mandatory policy to be here by 8:30). Monday, Wednesday and Fridays the teachers have the option to take the children to our Gymnasium that is located right here on campus. They will also have playground time each day weather permitting. After playtime they will eat lunch. Please refer to your child’s classroom schedule on times as each class is different. At lunch and snack times we instruct on table manners and saying a blessing. After lunch they will nap for approximately 2 hours. When they wake up the class will have organized play activities which will include playground/Gym time, art, storytelling, learning centers and etc. The information is provided as a general overview of your child’s typical day. It may change from time to time and may also include special programs. It is our goal to provide the best care and learning experiences for your child. Your child’s teacher will have a detailed daily schedule posted for your review.

### **Extra Curricular Activities**

We do have Special Field Trips during the year for the VPK classes for a small fee. We also offer Gym Buddies Gymnastics for a monthly fee.

### **Discipline/Guidance**

First Academy Preschool's goal is to correct a child with love and as much positive reinforcement as we can. Each class has developed their own Discipline Plan.

Our Approach:

- Verbal reprimand for one offense in a kind and loving way
- Time out for age of child (minute per age)
- If behavior still continues time out once again
- Next offense child will be brought to the office for a stern but loving talk and will then have to sit in office for time out; along with this a behavioral report will then need to be signed by the parent.
- Next offense they will be brought back to the office and parent will be called to help us control the problem
- If behavior is still continuing a conference will be called with the parent, director and teacher
- Severe and repeated misbehavior will then lead into dismissal

### **Biting:**

As a preschool we expect to see biting from time to time and do everything we can to prevent it. We will work with you and your child to gain control of this problem, however if the biting becomes repetitious it will result in termination of services.

Our Approach:

- Isolate the child first from the other children and if continues the child will be brought up to office
- Parent will always be notified either through a behavior report or a phone call
- If severe biting is involved the child will be dismissed for a period of time

First Academy Preschool does not spank or use corporal punishment.

### **Goals & Objectives**

Each age level has goals and objectives that the teachers will be focusing on. At least once a year you will be asked to meet in conference with your child's teachers. At anytime that you feel that you need to meet with the teacher please feel free to request a conference with her. A good indicator for you of how your child is progressing will come from the materials sent home, including work completed and communications form his/her teacher on participation. We encourage you to review this material, and to ask your child questions. This will help reinforce the things he/she has learned.

### **Divorce/Guardianship Issues**

In situations in which parents are divorced, the parents will be required to provide the school with court documents outlining the details of the divorce agreement and the rights of each parent. Should it be necessary.

### **Fees and Financial Policies**

First Academy works very hard to keep the cost of childcare as low as possible. We strive to provide quality, loving, Christ – centered positive atmosphere.

Registration fee of \$150.00 per child is due upon enrollment. A re-registration of \$50.00 per child is due annually in July of each year. Payment for the week is always due by Monday. Paying after Monday will result in an automatic late fee of \$15.00. The fee must be paid by Wednesday for the child to return to school. Tuition may be increased by the preschool within 3 weeks of notice to the parent. Increase is done at the beginning of calendar year. **Tuition is due regardless of vacation, sick, inclement weather, holiday's or getting sent home for behavior.**

### **Collection of tuition & Multi-sibling Discount**

See our rate sheet for information on our fees and sibling discounts.

## **Naptime**

Naptime is a necessary part of a child's day. Make it a comfortable time by sending in a one inch red & blue kinder mat, a small travel size pillow and a small blanket. Please make sure you put your child's name on all of these items. A cubby is provided for each child's sleeping items. We will send the items home each Friday for laundering.

## **Meals & Snacks**

### **Infants & Creepers**

Parents with Infants must provide all pre-mixed formula and food for their child. All bottles and baby food must be marked with the child's name. In the infant room we will follow the schedule the parents provide.

Toddlers Parents will provide lunch for their toddler everyday. The toddler classrooms do have microwaves to warm up meals, but they do not have refrigerator space to keep items cool so please be sure to pack an ice pack in your child's lunch box. You will need to provide a morning and afternoon snack for child. If your child has any allergies to any type of food, dyes etc please inform your child's teacher and director upon registration.

### **Older Two's – Pre K**

Parents will provide lunch for their preschooler everyday the preschool classrooms do not have microwaves to warm up meals, so please make sure you provide something that does not need to be heated. I know that many parents like their child to have a warm lunch so a suggestion would be to buy a thermos and warm up the food in the morning, and it will then stay warm for them at lunch. The classrooms do not have refrigerators to keep items cool so please be sure to pack an ice pack in your child's lunch box. You will need to provide a morning and afternoon snack for child. If your child has any allergies to any type of food, dyes etc please inform your child's teacher and director upon registration.

## **Potty-Training**

**Toddler Two's Room:** Child must be 2 years of age to enter. Potty training will begin in this classroom for each child. Child may not move up to our three year old classes without potty success.

**Older Two's Room:** Child must be an older 2-year-old and will continue learning to use the potty in this classroom. Child may not move up without constant potty success.

**Younger & Older Three's Room:** Child must be 3 years of age by September 1st and successfully using the potty to be in this classroom. You will be asked to withdraw your child until they are completely toilet trained.

**Four Year Old/VPK Room:** Child must be 4 years old by September 1st to enter this classroom. Child must be potty-trained to enter this class. You will be asked to withdraw your child until they are completely toilet trained

## **Safety**

We know that you are leaving your most valuable gift from God, your child in our care. You may be assured that one of our top priorities each day is the safety and well being of your child.

All of the entry ways of the preschool are locked. There are cameras located at each entry way as well as in each classroom that the director is able to keep a close watch on. When you come to pick up your child you will need to ring the door bell that is on the left side and then wait about a second or two and pull on the right side door.



### Volunteer Workers/Donations

The teachers and director greatly appreciate parents who volunteer their time and talents to help in the preschools different activities including helping out in the classroom when needed. At times you may be called upon to help out on a certain event. Your participation, when possible will be a blessing to the preschool and to your child. Please let your child's teacher or the director know if you are available so that we may best utilize your talents. We also welcome donations of toys, books, supplies and other items appropriate for use in preschool. We sometimes may require specific donations from time to time to meet the needs of the preschool. We thank you in advance for helping out wherever the need may be. Background checks will be done in order to volunteer.

### Children's Records

First Academy Preschool will not release copies of children's records without the written consent of the custodial parent or if there are any monies owed to the school.

### Policies and Procedures for Emergencies and Evacuations

#### Fire Safety:

- \*Fire drills are done monthly
- \*911 is called although we are connected to Police and Fire
- \* Teachers are to **follow their evacuation plan** that is posted in their classroom. They are to take their class roll and emergency classroom information. Children must be counted upon leaving the building, upon getting to your designated area, and upon returning to the building. The classroom door is to be shut upon leaving
- \*Director goes through all the classrooms making sure everyone gets out properly and in a timely manner
  - \* If in the event we need to evacuate from our building due to a fire. The children ages birth to 12 months will be located in our Pregnancy Care Center and children 12 months and older will be located in Building A. Once everyone is settled parents will be called to pick up their child from those locations.

#### Storm Safety: Code Yellow

- \*We follow the Lake County School closing of schools in the event of severe weather. The best way to stay in tune with it is to watch your local news or listen to the local radio stations.
- \*For a tornado or severe storm, the director will alert through the all call button, saying "code yellow". This will alert the teachers to take the children immediately to the hallway far away from the front door as possible, having children grab mats to put over their heads. For infants, they will be brought out from the room in their cribs protected in the hallways.
- \*We have emergency back up lightening in the hallways.

#### Medical Emergencies:

- \*Determine if 911 needs to be called first in the event of an emergency, called by the Director of Office Assistant if available, if not, then the teacher should call.
- \*First Aid Kits are located in each classroom
- \*Parent will be contacted immediately, and in the event that the parent cannot get to the preschool before the emergency team, the director will stay with the child.
- \*Complete an accident form to be signed by the witness and the parent.
- \*Teachers are required to take First Aid and CPR every two years.

#### Security: Code Red

- \*All doorways going into the preschool are to be locked at all times.
- \*In the event of a suspected problem, the director will use the all call button to alert by saying "code red", which tells the teachers to lock the doors, and get the children away from windows and doors.

All emergency numbers are located at the front entrance on the phones. We are also equipped with an alert button that alerts the police immediately in case of an emergency.



### **Sudden Infant Death Syndrome Policy**

In order to reduce the risks of Sudden Infant Death Syndrome all employees and volunteers working at First Academy Preschool with children receive training on the steps taken to reduce SIDS prior to working with children. Place infants under 12 months of age on their backs in a crib to sleep (some infants might have health conditions that might require them to sleep on their tummy or side as specified by the child's physician due to breathing, lung, or heart problems or other medical problem). A health professional's documentation must be on file to allow this. Use a safe crib – babies should sleep in a crib on a firm tight-fitting mattress and there should be no soft blankets or comforters under the baby. Remove pillows, quilts, comforters, stuffed toys, bumper pads and other soft items from the crib. Any children sleeping in a crib at First Academy Preschool cannot have a blanket in the crib with them, this includes pacifiers that are attached to a blanket. They may however use a sleep sack. Soft toys should not be kept in the crib. Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping. When infants can easily turn from supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep. Unless a doctor specifies the need for a positioning device that restricts movement with the children's crib, such devices shall not be used. Shaken Baby Syndrome Prevention Training is required for all employees and volunteers prior to beginning employment with First Academy Preschool. Shaken Baby Syndrome (SBS) occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. The neck muscles in a baby or young child are underdeveloped and weak and are unable to support the baby's large head. When a child is violently shaken, the brain bounces back and forth inside the skull, tearing blood vessels and causing damage to the brain. Have a plan to cope with your baby's crying. Crying is how babies communicate their need of hunger, attention, discomfort, frustration, sleepiness, boredom or sickness. Have a plan to reduce your stress. Proper diet, exercise and rest, along with a good support system will help minimize stress levels. Talk with everyone that cares for your baby and make sure they know the dangers of shaking a baby. Tell them how to cope with your baby when he/she cries. And remember to ask for help when you feel frustrated or need a break. Never shake your baby.

### **Unwholesome Speech & Behavior**

We request that all First Academy Preschool families abide by the words in Ephesians 4; 29. "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

One of the most damaging things that occur in any school is gossip. The Bible teaches that gossip is a thing to be avoided. A gossip betrays confidences (Proverbs 11:13) and separates close friends (Proverbs 16:28). The tongue and the mouth are powerful. They can be used improperly for sinful purposes or they can edify, praise, and glorify. May we all seek to follow David who wrote in Psalms 39: 1, "I will watch my ways and keep my tongue from sin."

### **Expulsion Policy:**

The Center reserves the privilege to dismiss any child that is unable to participate in group experiences or has a behavioral problem that is hindering the proper development of the other children. If there is continued conflict between the parents and the preschool staff, your child will be withdrawn from the program.

### **School Insurance**

First Academy Preschool carries SECONDARY medical/accident insurance for its students. The policy covers accidents which occur during school. An accident must be reported on the day it occurs, as the insurance company will not honor later claims.

Because the policy is secondary in design, it only covers the portion of the medical expenses which are not covered under the student's primary medical policy. Prescribed limits exist for all injuries.

## **Ways Parents Can Help**

**Prepare your child in advance of arriving at school that you will be leaving him/her at their classroom door and that you will be returning at a specified time. When you bring your child to school, please try to leave the building as soon as your child is under the supervision of the teacher, especially during the first weeks of enrollment. Prepare him/her in advance that you will leave them at the door and that you will return at a specified time.**

**Help your child to attend regularly. Children do best on a regular routine. Teach your child self-reliance by encouraging him/her to do some things for him/herself. Allow him/her plenty of time to accomplish the task. Teach him/her to put on, take off and hang up clothes put away his/her toys, eat regularly and properly, and establish regular toilet and sleeping habits.**

**Read to, talk with, and listen to your child. Teach your child his/her full name, his/her age, names of parents, address, telephone number and the name of your family doctor.**

**Appreciate your child's art work he/she brings home. It is his/her work, not a pattern or touched up by the teacher. Display it on the refrigerator door to let him/her know how proud you are of his/her work.**

**Confer with the teacher about your child, but refrain from discussing the problems that may arise in his presence. Report any upsetting experiences which you think will help the teacher understand your child better. Notify the school of any situation at home which could affect the child's behavior.**

**Reinforce these principles**

**Must listen for short periods of time.**

**Must follow simple instructions.**

**Should use quiet voices indoors.**

**Must come when called.**

**Must refrain from doing anything that will hurt himself or others.**

**Take time to listen to what your child has to say!!**

**Thank you again for giving us the opportunity to care for your child. We realize that we need to work together in order to meet the academic, emotional, social, and spiritual needs of your child. We look forward to working with you to provide an environment in which your child can grow and thrive during the time they spend here. We encourage your participation in enforcing the principles and curriculum taught here at First Academy Preschool.**

## **First Academy Preschool – Leesburg, Inc. Discipline Policy**

**Our Goal here is to correct a child with love and as much positive reinforcement as we can.**

**Following is our policy that we have adopted and we will be enforcing.**

- 1. Verbal redirection and reminder for one offense. (Never do this in a degrading manner!)**
- 2. Time out for age of child (minute per age), for the same offense.**
- 3. Time out again.**
- 4. Visit to front office.**
- 5. Note to parent**
- 6. Call to parent from Brandi.**
- 7. Conference with parent, Brandi and teacher.**
- 8. Severe and repeated misbehavior will bring on dismissal.**

**In case of biting:**

- 1. Speak to the child firmly but lovingly. Bring the child to the office to notify director so she may decide on calling the parent.**
- 2. Parent will always be notified either through Behavior report, or a call from Brandi.**
- 3. If severe biting is involved, the child will be dismissed for a period of time.**

**We do not at all spank or use corporal punishment here at First Academy Preschool – Leesburg, Inc.**