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FIRST BAPTIST CHURCH PHILOSOPHY

First Baptist Church believes that each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to the fullest potential.

First Baptist Church is called to ministry, caring for children, showing concern for families, and providing support and nurture for its own congregation and for the surrounding community.

The First Baptist Church is an open, caring fellowship, which through faith in Christ will praise God, spread the gospel, and minister to others.

If you do not currently have a church home we welcome you to consider First Baptist Church.

ADMISSIONS POLICY

Singing Bridge Academy, First Baptist Church (“school”) welcomes children of any race, color, nationality, and ethnic origin to all programs and activities available as part of the school program.

Children will be placed in classes based on their age before August 1 of the school year in which they will enroll.

Children must be toilet trained. A child who wears pull-ups is not considered to be potty trained. We define being potty trained as when a child is able to independently determine when it is time to go to the bathroom and be able to wipe and dress him/herself with a minimum of assistance. The first month of school we will assist the children with becoming independent. This is consistent with state regulations.

CLASS TIMES AND SCHEDULE

Tuesday/Thursday	Three Year Olds	*8:00 a.m. – 11:00 a.m.
	Three Year Olds	*8:00 a.m. -- 11:00 a.m.
Mon/Wed/Friday	Four Year Olds	*8:00 a.m. – 11:00 a.m.
	Four Year Olds	*8:00 a.m. – 11:00 a.m.

Doors open at 7:30
Classes begin at 8:00

TUITION AND FEES

Registration Fee: \$225.00

In order to hold a place for your child, the registration fee must accompany the Enrollment Agreement. This fee is non-refundable unless you move from the city or other unusual circumstances arise. These matters will be handled on a case-by-case basis

Tuition

It is understood that your child will enroll for a full year. **August, December, and May are considered full months.** For your convenience, the tuition is divided into 10 equal payments.

Tuition payments are due by the fifth day of each month. You are paying for your child's spot in class, not your child's attendance. Place tuition payments in the envelope provided in your child's folder and place folder in the backpack.

Tuition for T/Th class...\$150.00/month

Tuition for M/W/F class...\$180.00/month

Tuition accounts must be current for a child to attend classes. Singing Bridge Academy reserves the right to deny admittance if your account is not current. If the account is not up-to-date after one month, parents will be asked to withdraw their child from the program. That placement will be immediately available to those on the waiting list.

Additional Fees

Tuition must be paid on time. **Tuition is considered late if received/postmarked after the fifth of the month.** The school cannot operate unless all tuition is paid on time.

Late Payment:
\$15.00

Returned Check(s):
\$ 25.00

Late Pick-Up:
\$5.00**

** See PICK UP page 4

WITHDRAWAL FROM SCHOOL

If for any reason, you must withdraw your child during the year, two weeks **written notice** must be given. Refund of a partial month's tuition, due to withdrawal of a child, will not be made.

TOYS

All materials are furnished by the school. Please do not send toys or other items from home (i.e. blankies, bedtime treasures, umbrellas) except when requested by the teacher. Guns and sharply pointed objects are **never** to be brought.

Gum, candy, food, and/or drinks should not be given to a child as he/she enters school.

SNACKS

Snack Time

Singing Bridge Academy provides a variety of nutritious snacks and milk. We choose our snacks based on our instructional units, holidays, Bible stories, etc. Each month you will receive a calendar with each day's snack listed. We will serve many interesting snacks including some things that your child may not have tried before. We encourage the children to try what we present, but if they don't want something that day, *we will not force them to eat it*. Our snack is not intended to be a meal in itself but rather a snack between meals.

Serving Milk

We are required by law to serve milk to your child unless he or she is allergic to dairy products. We will need a note from the doctor to keep in our file if your child cannot drink milk. We will serve your child water at snack time.

Birthday Snack

We encourage you to send a special snack on your child's birthday. We make a big deal out of these special days. You may send anything your child would like. The state requires that the birthday snack be prepackaged. We cannot accept any home cooked foods. Parents in the past years have sent Jell-O or pudding cups, cookies (they especially like the "Big Cookie" from Kroger or Wal-Mart) donuts, ice cream cups, frozen pizza, chips and dip, cupcakes (generally the children only eat the icing and throw away the cake). We have candles at school and can put them on almost anything.

VISITATION

You are always welcome to visit the classrooms. Since the teacher's first responsibility is to the children, do not expect a conference while classes are in session.

Children **may not** bring a friend or relative to class without prior permission.

CONFERENCES

Parent-Teacher conferences will be held twice during the school year. The teacher will notify you if a conference is needed at any other time. If at any time during the year you feel you need a conference, please contact the child's teacher for an appointment.

Changes at home affect a child's behavior at school. Share with us information that will help us be more sensitive to your child's needs.

DISMISSAL FOR INCLEMENT WEATHER

If Franklin County Schools are closed **we are closed**

If Franklin County Schools are delayed **we are open and on our regular schedule.**

FIELD TRIPS/TRANSPORTATION POLICY

Each year, we plan several field trips that are not only educational for your child, but fun as well. State Regulations prohibit the school from providing transportation for the children due to lack of car seats/child restraints in the available vehicles. ***Transportation for the children to and from the field trip venues away from the area must be provided by the parents.*** For “walking” field trips, a permission slip will be sent home one week before the field trip. No child will be taken on a field trip without a permission slip.

CHILD ABUSE PROCEDURE

Each individual staff member is ***required*** to report suspected incidents of child abuse to the proper authorities.

DISCIPLINE

At our school, we attempt to be positive in all that we do with the children. However, we will not allow the children to hurt themselves, another child, or to abuse equipment or teaching materials. Removal from the activity usually solves the problem. This is generally done through “Time Out” with the length of time determined by the age of the child. We try to convey to the child that we are displeased with the behavior and not the child. It is our desire that the children have a good time at school and feel good about being here.

The school has adopted a zero tolerance policy towards bullying. The Center for Women and Families has defined bullying as repeated acts of physical, emotional, or social behavior that are intentional, controlling, and hurtful. A child who has exhibits bullying behavior must be withdrawn from the school.

ATTENDANCE

Regular attendance is vital for a successful school year. If your child is going to be absent, please call the school office at 227-4539 or email at singingbridgemail@gmail.com Email is checked before class begins and shortly before class is dismissed. Please report all communicable diseases to your child’s teacher.

HEALTH AND SAFETY

In accordance with State Laws, all children at Singing Bridge Academy First Baptist Church must be properly immunized. An accurate record of all immunizations showing dates and kind of immunization, signed by the doctor or health clinic, must be provided. **Your child may not attend without up-to-date immunizations.**

IN ORDER TO INSURE A SAFE, HEALTHY ENVIRONMENT FOR OUR CHILDREN, WE REQUEST THAT PARENTS TAKE THE RESPONSIBILITY FOR MAKING SURE THEIR CHILDREN ARE WELL BEFORE COMING TO SCHOOL.

Upon the recommendations of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following conditions exist: fever, vomiting, diarrhea, any known contagious childhood disease such as scarlet fever, German measles, mumps, chicken pox, whooping cough, meningitis, hepatitis, common cold, sore throat, croup, any unexplained rash, any skin infection, pink eye or other eye infection, runny nose (unless fluid is clear).

A child must be free of fever and other signs of illness for twenty-four (24) hours before coming back to school. **When in doubt, please apply the golden rule.** Parents will be called if any of the above symptoms appear. A sick child may not remain at school.

If a child becomes ill or is injured at school, we will try to contact you. If we cannot contact you, the child will be isolated and cared for until you come at the regular time or we are able to reach someone on your emergency call list. If it is an emergency situation, we will contact those persons that you have provided on your enrollment form, and, if necessary, we will utilize the emergency medical release you have signed.

PICK UP

Curb Side Service

Children of parents who wish to take advantage of our "curb side service" will be the first to be dismissed. The parking spots directly outside our school are reserved for our "curb side service." If you want to use the "curb side service," you should drive up to a spot at the yellow curb and wait in your car so that we may walk your child to the car and safely buckle them in. There are only a few spots available in front of the building and you may need to circle the block until a spot becomes available. We have been asked not to block Wrapping St. or the entrance to the alley. Please remember to always use your car card. It is sometimes difficult to determine who you are without the car card. We are also usually dismissing more than one class at the same time.

For those parents who wish to walk to the preschool, we ask that you find a parking spot on the street. Once you have walked to our building, we ask that you find a spot to stand which is out of the immediate sight of the children so that your child will not attempt to run out the door without a teacher's hand. Since we are on such a busy street we prefer to walk them safely to you after we have dismissed the "curb side service" children. If someone different need to pick up your child please let your child's teacher know before dismissal by e-mail or phone or a note in the backpack.

PICK UP (CONT.)

Late Pick-Up Fee

Children must be picked up at the dismissal times indicated on page 1 under "CLASS SIZE AND SCHEDULE." If you know that you are going to be late, please contact the teacher for permission for your child to stay. Any parent who is fifteen minutes late picking up their child more than two times will be required to pay a late fee of \$5.00 for every five minutes past the dismissal time. This fee will be due at the time of pick up. If a sitter or another center picks up a child late, the parent will be notified and will be responsible for the fee after the second time.

PERSONNEL AND EMPLOYMENT POLICIES

Singing Bridge Academy First Baptist Church is an Equal Opportunity Employer and does not discriminate on the basis of a person's race, religion, color, sex, age, national origin, handicap, or disabled or Vietnam era veteran status.

All recruiting, hiring, and promoting for all job classifications is done without regard to race, color, sex, religion, age, national origin, handicap or disabled or Vietnam era veteran status except when sex or age is a bonafide occupational qualification. All decisions on employment are made to further the principle of equal employment.

All promotional decisions will continue to be made in accordance with Equal Employment Opportunity principles and only valid job requirements will be used.

1. An employee of the school is required to have a negative TB test on file.
2. An employee of the school is required to have a criminal record check on file.
3. An employee of the school shall participate in at least fifteen hours of training. This training shall be designated to improve teaching quality and to keep the staff up to date with current education standards. ***Six hours of Orientation for new staff must be taken within 90 days of hire.***
4. All employees of the school shall be trained in pediatric first aid, including CPR, to permit a staff member with this training to be on duty at all times.
5. As a matter of courtesy, employees who decide to leave the employment of the school are asked to give at least two week's notice.
6. Employees whose performance or behavior is not satisfactory can be discharged immediately, without notice and without further pay.
7. An employee of the school shall maintain a high standard of conduct and appearance.
8. No controlled substance or alcohol use, or staff under the influence shall be permitted on the premises.

9. All employees are expected to be at work regularly and on time.
10. If an employee is unavoidably delayed or must be absent, that employee must let the director know as soon as possible so that appropriate arrangements can be made.
11. Employees shall not discuss information concerning the children in public unless the information has been publicly announced.
12. All preschool employees are allowed six sick days per school year.
13. If an employee is called for jury duty, they will be compensated for the difference between their fee and their normal earnings.
14. In the event of a death in the employee's immediate family, the employee will receive up to three days off with pay.
15. All employees with concerns regarding students, parents or staff will report matter to Director of School. If matter cannot be resolved at this level, the grievance will be reported to the School Advisory Committee. All instances will be reported and documented.

Staff Organization/Chain of Command

Timmy Campbell:

Director of Singing Bridge Academy/Lead Teacher

Teacher of MWF 4 year old class 8:00 am - 11:00 am

Teacher of T/TH 3 year old class 8:00 am - 11:00 am

Tammy Schagane

Assistant to teacher Timmy Campbell & MWF 8:00 am – 11:00 am

Assistant to teacher Timmy Campbell & T/TH 8:00 am – 11:00 am

Singing Bridge Academy Office..... 227-4539
 First Baptist Church Office (for Emergency calls during class).....227-4528
 Fax.....227-4520
 Email: singingbridgemail@gmail.com