



School Procedures/Parent Handbook

Elementary (Grades 1-4)

2020-2021

Welcome to First Baptist Church Murrells Inlet Academy. We are happy you have chosen our school for your child. The day your child enters this program is a very important milestone in his or her life. Our teachers realize the importance of the early years and have planned in every way to receive your child. We will give your child Christian love, care and the kinds of learning experiences that he or she needs in those formative years. We want the transition from home to school to be a happy one. As parents, you are encouraged to visit us, ask questions, share concerns and keep us informed regarding your child's progress. You are an important part of this program and your child's development. FBCMI Academy has planned for children 2-years old to 4th grade with the goal of helping them in their total development (physical, mental, social, emotional and spiritual) and helping them to realize that they are purposeful, intelligent, creative, feeling persons who are in a lifelong process of "becoming". This handbook has been prepared in order that you may know the policies and better understand the program as we work together to help your child through a successful year in our program.

**First Baptist Church Murrells Inlet
Academy exists to help our students Glorify, Grow and Go.**

- a. Glorifying - We teach students all of life is about Glorifying God - loving, worshipping and serving Him.
- b. Growing – Our hearts desire is for each student to realize God made them to have a relationship with Him. We want our students to grow in the wisdom of God and learn more about who He is. Also, we want our students to grow in their knowledge of basic skills. Based on age appropriate curriculum, we are dedicated to teaching our students manners, colors, numbers, sounds, phonetics, reading, etc. We want them to be ready for their next step once they leave FBCMI Academy.
- c. Going – Once our students have been trained in the knowledge of God and foundational academic skills, they are ready for the next place God will direct them.

Legal Requirements – FBCMI Academy has been inspected and approved by:

1. Georgetown County Health Department
2. South Carolina Fire Marshall
3. SC DSS

Religion in the School - FBCMI Academy offers all the intellectual values to be found in the public-school settings plus a spiritual emphasis. Every academic subject will be taught with a Christian perspective and foundation. Students will learn and study about stories from the Bible. In the friendly atmosphere of the center, children develop a healthy concept of and feeling about God. Bible teachings will be translated into everyday experiences. In this way, their understanding of God broadens. Our goal is to achieve academic excellence in a Christ-centered environment.

Staff

FBCMI Academy Operations Director – Brooke Surface
FBCMI Academy Community Director - Lauren Hawley
K-2 - Silvia Spiehler
K-3 – Katie Krueger
K-4 – Emily Webster
K-5 – Lisa Taylor
1st Grade- Ashlee Shaw
2nd Grade – Alexandra Mitchell
3rd Grade – Amy Sandt
4th Grade – Jill McMillan
K-2 Classroom Assistant – Loryn Hurston
K-3 Classroom Assistant – Ana Morgan
Art Teacher/Aftercare Coordinator – Misty Casselman

**Our staff members are warm, affectionate people who love children, who have been called to the ministry of teaching your child, and who strive to understand his/her development.

**In the occasion that a teacher must be absent, an approved substitute will teach that class for the day. ALL substitutes are background checked and trained by staff to appropriately lead that particular class for that school day.

School Day –Our Elementary classes are in session from 8:30-2:30 Monday through Friday.

Our Curriculum – We use the Abeka curriculum. Abeka is a Christian school curriculum with every subject based on a biblical worldview. Abeka combines solid academics with biblical principles so that children are best prepared for learning and for life. Abeka is very phonics-focused and encourages thought and higher-level thinking and problem solving. Also, if children are to learn, they must have first-hand experiences. Our classroom schedules are flexible, alternating periods of activity and quietness. Our Elementary students will have specials throughout their week, these include Spanish, PE, Art, and Chapel.

Weather Schedule Information – Weather emergencies will be handled on a case by case basis.

Other Weather-related issue- Prior to the opening of the Child Care Facility daily, during weather with nights or days below freezing and/or nights or days with snow or freezing rain, all exit doors from the Child Care area will be inspected by the Director or an appointed staff member, for obstructions due to snow or ice. If snow or ice is blocking any exit door, custodial staff will be contacted to remove the obstruction such that the exit door operates properly to full extent. Snow or ice build-up will be shoveled away or scraped as required so the exit door swings freely.

Sick Policies – We ask that our parents and families join us in the process of screening your child (ren) for any signs or symptoms of sickness. It has never been acceptable to send your child to school sick. We

will monitor students daily for any signs or symptoms of sickness. If any child shows obvious and consistent symptoms of coughing, sneezing, sore throat, loss of taste/smell, fever, etc., a parent/guardian will be asked to pick the child up immediately. Until they are picked up, they will be removed from the classroom and will wait with an appointed assistant or the director. No child should come to school if they have had diarrhea, vomiting, or fever within a 48-hour period. All of these actions are extremely important not only for stopping the spread of COVID-19 but also other illnesses that may arise during the school year (Flu, Strep, etc.). If any student has a fever for 3 days or more, they may choose to be tested for COVID-19 and will need to have a negative test result before returning to school or they may quarantine for two weeks before returning to school.

Medications – FBCMI Academy staff will not administer any prescription or non-prescription medications to any children. If any medication needs to be administered to any child, a parent/guardian must come to administer it to their child. We will keep an EpiPen in the office for any child that has a prescribed one sent from a parent/guardian. This will be kept in the Director's office and administered only in an emergency situation. Staff will be fully informed of how to use/administer the EpiPen to the child. We must have on file a written "consent" from a parent or guardian to administer said medication.

Drop off Procedure – We will have new drop-off procedures to start our school year. A parent/guardian will need to park and walk their child to the Chaos room to 'check-in' for the day. Temperatures will be taken of the child being dropped off. If any student that's checking-in and/or any siblings that are Academy students have a temperature of 100 degrees or higher will not be permitted to stay.

Pick-Up Procedure - Pick-up will take place through a car-line fashion with signs marking driving patterns. Please remain in your vehicle and pull up as soon as you are directed by a staff member. STAFF WILL NOT BUCKLE STUDENTS INTO ANY CAR SEATS AND/OR SEATBELTS. We have ample parking areas to full over if you need to assist your child with buckling. We will keep a binder containing the Authorized pick-up lists for the students. If a teacher doesn't recognize the person picking up your child, the Authorized pick-up person will be asked to provide a photo I.D. The safety of your child is of the utmost importance here at FBCMI Academy! In the case that your child needs to be picked up from school early, please email Brooke Surface at bsurface@fbcmi.net or send a written note in the morning in your child's folder. Please note that your child may be picked up by anyone you list on your 'Authorized pick-up' list. Please notify Brooke Surface ASAP if there is anyone that you need to remove or add to your child's list anytime during the school year. Your child WILL NOT be released to anyone not designated on your Authorized pick-up list. If picking your child up before 2:30, you must sign them out at the front desk. Students must be in attendance for at least three hours in a day to be counted as present.

Attendance – All teachers will take attendance daily. This will be done at 8:50 A.M. and any student who arrives after then will be marked tardy. All elementary students will be allowed 10 unexcused absences per school year. Any students missing over 20 days (unexcused and excused combined) may not be eligible to be promoted to the next grade level. Please email Brooke Surface at bsurface@fbcmi.net to notify when your child will be missing, and a reason. The email will count as their 'excuse' for that day. Students must be in attendance for at least three hours in a day to be counted as present. Attendance policy exceptions will take place in the event of a COVID-19 positive test/quarantine.

Emergencies – Parents/Guardians will be notified at the phone number(s) listed in the child's file should there be a medical emergency with the child. Any child having a medical emergency will be under constant supervision of a staff member and if needed, will be transported to the closest medical facility (Waccamaw Community Hospital ER). The child would be transported via ambulance (if necessary) or by the Director or Co-Director.

Evacuation Plan – Each classroom has a clearly posted Emergency Evacuation plan and a map of the Evacuation route out of the building. In the event of such emergency, your child's teacher will accompany their class to their designated 'safe area' outside, and parents/guardians will be contacted if necessary. FBCMI Academy also has posted Emergency plans for the event of a natural disaster or any other

threatening situation that may arise. In this case as well, parents or guardians will be contacted if necessary.

Food - Nutritional snacks will be served to the children daily. If your child has any specific food allergies, please note this on his/her enrollment form and notify the teacher. Please do not bring food or drink to class unless a birthday or special occasion cleared by the teacher or director, and at that point the food/ beverages **MUST BE PREPACKAGED OR DELIVERED FROM AN OUTSIDE VENDOR.** (no homemade food/beverage)

Toys - We have toys and equipment in the FBCMI Academy. Children are not allowed to bring toys/items from home except on "Show-n-Tell" days or other special days designated by each classroom teacher. No guns or war toys are ever allowed.

What to wear to school - Think of your child's comfort and provide simple clothing free of complicated fastening. Think of the messy activities and provide washable clothing. Think of the playground and provide sturdy clothing and shoes. Flip-Flops and any 'Open toe' shoes are not allowed. This is for the safety of the children. All shoes must be secured around the back of the foot. Any short skirts or dresses, must have appropriate shorts worn underneath. We will observe 'School Spirit Days' on Fridays by wearing our FBCMI Academy t-shirts/sweatshirts.

Birthdays - Your child will receive special recognition on his/her birthday by the teacher and classmates. You may send refreshments if you wish on your child's birthday. However, it must be done at the regular snack time set forth by your child's teacher and **MUST BE PREPACKED FOOD/BEVERAGE OR DELIVERED FROM AN OUTSIDE VENDOR.** (no homemade food/beverage)

Personal Technology Use: Students are not permitted to wear any type of smart watch/apple watch/V-tech watch, etc. in the classroom. If they bring one to school, it must stay in their book bag in the hallway. They may not check it during the school day. Students are also not permitted to have a phone out or visible at school. If they must bring one, it must stay in their book bag powered off. No other electronic devices will be allowed at school, unless prior permission is given in the case of a special event, etc. If you need to contact your child or give them a message, you may contact Brooke Surface via her cell, email, or the school office at 843-651-1105.

Parent /Teacher Communication – Students will receive a report card every nine weeks. Also, newsletter and/or calendars will be issued monthly to inform you of units of study and any special needs. Conferences can be scheduled any time during the year if you feel the need to talk with the teacher and/or director. Meeting with a teacher during school hours is not permitted unless prior arrangements have been made. Please see your child's teacher or the director to set up an appropriate meeting time.

Things to be furnished - Each child needs a backpack/book bag large enough to send home any work, projects, or letters. Please also send a fresh water bottle each day.

Field Trips - Your child may go on trips that are educational and fun in nature. If there is a charge, checks are to be made payable to FBCMI Academy. Parents will be asked to transport their own children in their own vehicles. In the event that a parent is not able to attend, the child may be transported by someone else from their 'Authorized pick-up' list. All drivers must leave the school and the field trip area together and must stay on the predesignated route decided by the director. There should not be any non-emergency stops or detours. If there is an emergency, the director should be notified immediately at the emergency contact number. As allowed, all drivers should park together.

Messages - If a message needs to be left with a teacher, please call the Academy office at 843-651-1105 or send an email to bsurface@fbcmi.net. Messages will be checked daily.

Withdrawal – PLEASE NOTE that our classrooms are planned in accordance with our registered students in mind, as far as our curriculum and hiring of teachers. **Registering your child at FBCMI Academy is an annual commitment. The yearly tuition is due IN FULL at any time of withdrawal from the school.**

Discipline/Misconduct- FBCMI Academy staff and teachers will maintain a firm, fair, and consistent system for handling behavioral infractions.

*Teachers will handle **minor infractions** within the classroom. Minor infractions may include but are not limited to: Inappropriate language, physical contact (minor pushing, shoving, horseplay), non-compliance, excessive talking in class, lying/cheating, minor destruction of school property, and technology/cell phone/smart watch violations.

*If these infractions become **excessive or cannot be disciplined efficiently in the classroom**, the student will be sent to the director's office for a conference. If the behavior persists after that time, a note and/or conference with the parents will be set up. Students with excessive infractions may also be subject to Lunch detention or time-out during free time (these consequences may only be assigned by the director).

***Anything past a minor infraction/something more serious** will be immediately brought to the attention of the director and a parent will be contacted. Consequences will be at the discretion of the director. More serious infractions may include but are not limited to: abusive/inappropriate language toward a teacher/staff member, fighting, major pushing/shoving, major disrespect/insubordination, major classroom disruption/tantrums, major verbal altercation between students, theft, habitual discipline. FBCMI Academy will not practice corporal punishment.

Our students will be asked to abide by the following behavioral expectations:

****I will treat everyone with kindness and respect.***

****I will keep my hands and feet to myself.***

****I will not use inappropriate language toward anyone.***

****I will never tease, cause harm, name-call or bully another student.***

****I will immediately notify my teacher or another staff member if I am bullied or see someone else being bullied.***

To Our Parents - We have an open-door policy at our school. If you have any questions or concerns, we ask that you call our school office to set up a meeting to discuss them.

Confidentiality – FBCMI Academy Staff will not discuss or share any personal information about the students to anyone outside of our staff. This includes but is not limited to: full name, address, phone number, behavior, or health. Any Staff member found to be breaching this policy, will be reprimanded accordingly. This pertains to any time during or after employment. All student records and personal information will be kept secure in the Director's office. The Director's office will be locked when they are away.

Registration - A nonrefundable registration fee is required when a child enrolls in our program. This is paid when the child starts our program and annually at registration.

Fees - Tuition is due on the first day of the month. When the first falls on a weekend, payment will due on the first Monday. A \$20.00 late fee will be added to your account at 2:30 PM on the 5th of the month for late tuition payments. An additional \$20.00 will be charged if payment has not been received by 2:30 PM on the 10th. Once payment is 10 days past due, the child will not be allowed to attend school until the account is settled.

Tuition can be paid with check or cash - Checks should be made payable to FBCMI Academy. Your child's name should be noted in your check to ensure proper credit. An automatic charge of \$35.00 will be added to your account for each returned check. After an account has been charged with two returned checks, all payments must be made in cash. Cash payments should be in a sealed envelope with the child's name, date, and amount written on it. We can only accept correct change when cash is sent and must be labeled and placed in a sealed envelope. Families will be given a 'TUITION PAYMENT' envelope to send tuition in at the beginning of each month. After your tuition payment is received, your envelope will be returned back to you in your child's folder to use the following month.

Additional Tuition information - Please do not leave money in the office with no one there. We will not be responsible for money that is left in the office. Also, please do not turn tuition in to your child's teacher. Tuition is due even when a child is out because of illness. If a child is absent four consecutive weeks (one month) without any parent communication, and the appropriate tuition fees have not been paid, the child will be discharged, and a registration fee will be required for readmission. If a child's place is lost because of non-payment of fees or tuition, his or her place may be given to the next child on the list. Tuition is based on an annual fee which can be paid all at once or divided into ten equal monthly payments. There will be no reduction in rates for months which contain holidays.

Early Arrival - Early drop off is not available. We have devotion/prayer time every morning before school starts, and school doors will open at 8:30 AM.

Late Pick Up - A late pick up charge is assessed to each child who is picked up after 2:30 PM. This charge is \$1.00 per minute. Please plan accordingly during busy times with regards to traffic. Teachers do use their time after dismissal for planning.