



School Procedures/Parent Handbook

PRESCHOOL & K-5

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 through 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 K-2, K-3, K-4, and K-5 classes are in session from 8:30-12:00 Monday through Friday. Our 1st, 2nd, 3rd and 4th Grade classes are in session from 8:30-2:30 Monday through Friday. Each teacher will post a daily schedule in the classroom. These schedules will be followed as closely as possible. However, there may be times when the schedules will vary to allow for special activities.

Our Curriculum - If children are to learn, they must have first-hand experiences. It is extremely important that young children have this background in preparation for later learning. It is around this concept of learning that we have planned our curriculum. We will provide a flexible program which will give the child an opportunity to grow gradually in all areas of learning without force or pressure. It will enable them to think for themselves, to solve problems, to follow suggestions, and to carry out planned procedures to the best of their ability at their own speed. The schedule is flexible alternating periods of activity and quietness. The program will follow a similar pattern every day with the exception of special events. The program will provide:

- Time for learning centers when the children work and play with art materials, blocks, home living equipment, language arts, science and math manipulatives and other activities whereby they can work independently or in a small group.
- A regular period for outside activity.
- A period for refreshments.
- A time when children can share in group experiences with music stories and conversation.

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 12:00, you must sign them out at the front desk.

Attendance – All teachers will take attendance daily. This will be done at around 9:00 A.M. and any student who arrives after then will be marked tardy. Please email Brooke Surface at bsurface@fbcmi.net to notify when your child will be missing, and a reason.

Tracking – All students will be tracked each day in regards to their location at all times during school hours. Staff will continuously update a chart that tracks all movements of students including such things as restroom visits, chapel time, recess on the playground, etc.

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 from home except on "Show-n-Tell" days or other special days designated by each classroom teacher. No guns or war toys are 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.

Potty Training – **Students must be fully potty -trained to enter the K-3 class.** Students in all classes must be able to independently go to the restroom.

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)

Parent /Teacher Communication - Parents will receive a mid-year and year-end progress report showing their child's development. 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 - All children should have a change of clothes in case of an accident. Please label all articles of clothing. When children begin potty-training, we suggest that the parents work with the teachers to provide adequate changes for your child's comfort (this only pertains to K-2 students). Send plenty of diapers and wipes that have been labeled with your child's name. Each child needs a backpack/ book bag large enough to send home any work, projects, or letters. Pacifiers and/or bottles are NOT PERMITTED at school. Please send a clean reusable water bottle/cup with your child every day. This allows your child to have water readily available throughout their whole 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. In addition, all teachers will give you some type of communication tool, whether it be email address or cell phone number. Some teachers also utilize the 'Remind-me' app to communicate with families.

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 - Your child will only be disciplined by our staff. Discipline in the classroom, playground areas or on field trips, is the sole responsibility of the staff. Parents who are helping chaperone a field trip or party or may be at the school for any reason are asked to bring concerns to the Academy staff and not handle situations concerning the students personally. The teachers and staff of the FBCMI Academy will NOT administer corporal punishment.

Biting/Intentional Scratching - The first time the child bites/scratches, the child will be separated from other children. A letter will be sent home with both children to explain the incident. The second time a child bites/scratches, and any time thereafter, a parent will be called to pick-up the child immediately for the day. Consistent biting/scratching problems may be dealt with individually. In order to protect the children in our program, we reserve the right to ask habitual biters/scratchers to withdraw from our program.

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 breeching 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 non-refundable 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.

Aftercare – The Aftercare program runs from 12:00-2:30. Families will be billed via email at the beginning of each month in regard to days stayed the previous month. Aftercare payments are due as soon as they are billed. Aftercare is open to students in K-2, K-3, K-4, & K-5. We will require a pre-registration for Aftercare this school year. You must sign-up each Monday for any and all days you wish for your child (ren) to stay for aftercare the following week. We will have caps each day. If you wish to cancel your child's (ren's) aftercare registration, please notify the director via email at least 24 hours in advance unless in the case of a sickness occurred in the same day.

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 12:00 PM (2:30 PM for Aftercare). 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.