



First Baptist Academy

First Baptist Academy
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PreK
Parent Handbook
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Notes



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Welcome to FBA PreK

Dear Families,

Welcome to the First Baptist Academy PreK! We are delighted that you have chosen First Baptist Academy for your child, and look forward to getting to know each of you better. We have an exciting year planned complete with special events, chapels, and individual class activities.

Your child's day at First Baptist Academy will be filled with age-appropriate learning in a loving environment as we set our hearts and minds on the Kingdom. We offer a structured learning environment with hands-on activities that correlate with our learning objectives. We call this "learning through play".

This handbook is designed to help you navigate through our procedures and processes here at First Baptist Academy. While the handbook is thorough, it cannot possibly answer every question a parent may have. Feel free to contact your child's classroom teacher or myself if you have any questions.

We are thankful that you are part of our family this year, and we are excited to partner with you in raising a child that has a heart and mind for the Kingdom!

In His Service,

Jennifer Crossan
FBA PK/ES Director
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Student Services

We believe that each student has been uniquely designed by our Creator. We come alongside parents to provide individual academic plans as the need arises. We will also refer students to be evaluated and referred for professional services if needed. Our teaching staff have been trained to recognize and accommodate children who are exhibiting developmental delays or learning difficulties. Our goal is that every student would thrive at FBA.

Notes: _____



PK and K Discipline Policy

In PK and K class teachers will follow these sequential steps when dealing with behavior concerns:

Step#1: Teacher verbally re-directs the child's inappropriate behavior.

Step#2: Teacher separates child from the group for a short period of time, within the classroom, discusses the child's behavior with the child, and notifies the child's parent.

Step# 3: Teacher schedules a conference with the parent of the child to discuss persistent behavior concerns.

Step #4: The teacher, the child's parents, and the school principal conference to develop an Action Plan to resolve the recurring behavior problem.

A big part of what goes on every day in the PK and K classrooms is learning appropriate social behavior. We want every child at FBA to develop Christ-like character. We teach them to love and respectfully obey God, their parents, and their teachers. Ultimately, we want our students to act responsibly, choose wisely, and know the proper steps to take when mistakes are made. We seek to shepherd the young child's heart using age appropriate consequences for behavior. Thank you for partnering with us in this discipleship process.



Philosophy

The educational philosophy of First Baptist Academy is based on a God-centered view of truth and man as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is particularly true of man who was made in God's image, different in kind from all other creatures, with the unique capacity to know and respond to God personally and voluntarily.

Because man is a sinner by nature and choice, however, man cannot in this condition know or honor God in life. Man can do this only by being born again through receiving Jesus Christ as Savior and Lord and thus be enabled to do God's will, which is the ultimate purpose of life.

The entire process of Christian education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop in the student the mind of Christ, and to train him/her in Godly living, so that the student can fulfill God's total purpose for this life personally and vocationally.



Mission Statement



The mission of First Baptist Academy Preschool is to partner with parents to develop students with Christian character and a biblical worldview, equipping them for life, learning and leadership.



Getting to Know FBA

First Baptist Academy Website:

Our website address is www.fbalions.org. On our website you will find information that pertains to the academy as well as links to other useful resources.

Back to School Night:

The Friday night before school starts we hold our annual "Back to School Night". This is an opportunity for parents and children to come into the classroom and get acquainted with their child's teacher and our program.

FBA Open Houses:

The academy will hold Open Houses for new families several times throughout the school year. Parents are encouraged to invite and bring friends who may be interested in attending FBA.

Math

Curriculum

K4: My Math

PreK3: Big Day for PreK

What We Cover:

Number Skills

One-to-One Correspondence

Counting Forward & Backward

Simple Addition

Shape Recognition

Congruency

Patterning

Position Words

Handwriting

Curriculum

K4: Handwriting Without Tears

PreK3: Introducing Handwriting Without Tears and Manipulative Pieces

What We Cover:

Wood Pieces

Roll-A-Dough

Mat Man

Crayon Grip

Uppercase Letter Formation

Lowercase Letter

PK3: Introduction Writing their name

K4: Writing their name in proper case



WHAT WE LEARN

Language Arts & Reading

Curriculum

K4: World of Wonders
PreK3: Big Day for PreK

What We Cover:

Print/Book Awareness
Phonemic Awareness
Alphabet Knowledge
Phonics
High Frequency Words-PK4 Only
Comprehension Skills & Strategies
Comprehension Skills
Vocabulary
Inquiry and Research
Listening Skills
Speaking Skills

Bible

Curriculum

K4: Purposeful Design
PreK3: Discipleland Old Testament

What We Cover:

Key Figures from Old Testament
Lifeline of Jesus in New Testament



PreK3 Progress Reports:

PreK3 checklists will be sent home twice yearly to indicate progress throughout the school year.

K4 Progress Reports:

K4 Progress Reports will be sent home in January and May through RenWeb, our school's website. Children will receive a grade of 1, 2, or 3 based on their progress in our curriculum.

Parent/Teacher Conferences:

We require a minimum of two parent/teacher conferences per year. The first one will be held in October and the second one will be in April. This is a time for teachers and parents to come together to discuss the child's progress, accomplishments, or difficulties at home or at the academy. Parents or teachers may meet anytime before or after this conference if a need or concern arises with a student.



GENERAL INFORMATION

Admission Policy:

Preschool and Kindergarten students must be 3, 4, or 5 by September 1, and must be developmentally ready for our programs.

Attendance:

Parents are urged to make sure that their students are in school. Family vacations should be planned for times when school is not in session and medical and dental appointments whenever possible should be scheduled for times other than school hours.

Campus Visits:

Anyone entering the Academy must sign in/out at the Security Kiosk located in the Commons Area. Please bring a valid I.D. and a Visitor's Badge will be provided and should be worn on campus. Prior to leaving campus, the badge should be returned to the Security Kiosk. Full cooperation with these policies will reduce classroom disruption and insure safety and security for students.

Chapel:

Chapel is a time for celebration of praise and worship for students. Our chapels focus on Spiritual Disciplines as well as our school's theme for the year. PreK3 Chapel will be held once a month. K4 Classes will participate in PK/Elementary Chapel on a weekly basis.

Inclement Weather:

Inclement weather may dictate the closing of school either prior to, or during the school day. The Academy will close any time there is a public school closing due to weather related emergencies. Notification of closing will be announced on local radio stations, television stations, and our school website also, www.fbalions.org. You may call the school's weather extension at ext. 411.



PREK SPECIAL EVENTS

- **Donuts with Dads (Prek3)/Father's Fiesta (K4)**

This fun event takes place in February for our PreK 3 and K4 classes. All dads and/or father figures are invited to attend a fun day of activities and a special treat with their child.

- **Muffins with Mom**

This precious event happens late in our school year. Our PreK moms and/or mom figures are invited to attend a special program in Town Square that honors mothers followed by a morning brunch of muffins and other treats to enjoy.

- **PK Splash Day**

We will be celebrating our school year with a splash as we have fun playing outside with water activities. All parents are invited to attend and spend the morning playing water games with their child.



Snack Ideas

Fruit, cut into bite size pieces
 Whole Grain Cereal
 Trail Mix
 Whole Wheat Crackers
 Baked Tortilla Chips
 Hummus
 Applesauce, unsweetened
 Lunch Meat
 Pasta
 Chicken Strips
 Sandwiches
 Healthy Baked Goods
 Low-fat Milk
 Fruit Juices

Fresh Veggies Cheese
 Granola Bar
 Peanuts*
 Yogurt
 Fruit Cups
 Dried Fruit
 Rice Cakes
 Baked Chips
 Peanut Butter*
 Salad
 Soup
 Tuna
 Healthy Cookies
 Soy or Rice Milk
 Water



**A small but growing number of children have severe peanut and/or tree nut allergies. Before bringing in peanuts, peanut butter, or other nuts as, check with your child's teacher to make sure none of the children in the class have an allergy. The name of a child with any allergy will not be disclosed by the teacher.*



Student Arrival/Dismissal:

The Pre-K program will begin at 8:00 am. Pre-K students may be dropped off beginning at 7:30 am at the Pre-K playground. Teachers will bring the students into the classroom by 8/8:05am.

Pre-K half day students are to be picked up at the East porte-cochere at noon. Full day students will be picked up at 3:00 pm at designated elementary carline. You will be given an ID for your car window. Students who are not picked up 10 minutes after their dismissal time will be escorted to the Academy's Elementary Office and the parent will be called.

Volunteers:

Because we consider the role of parents an integral part of the education process, we provide many opportunities for families to volunteer. Classroom teachers encourage parents to volunteer in the classroom, as well as at PreK Special Events. FBA also has an active TAPT Program who provide even more opportunities for you to get involved. All parents will be asked to volunteer in some way at FBA. Parents who volunteer on a regular basis are required to be fingerprinted to insure the safety of our children.

Please contact the Elementary Office at 597-2233 if you desire additional information about the Volunteer Program.



Communication with Parents:

School Website:

Our school website is located at www.fbalions.org. The information on our website includes:

- FBA School Calendar
- FBA's Philosophy of Education and Mission Statements
- Faculty email addresses
- Links to helpful websites

RenWeb:

Each family at FBA has a personal RenWeb account. You can access it at www.renweb.com. You will find the following information on your RenWeb account:

- Your classroom's weekly newsletter.
- Your child's progress report, once in January and then again in May.
- A message board from FBA Administration.
- For older siblings, FBA's lunch calendar.



We ask that parents provide their child with a nutritious morning snack and drink. All Full Time students will need to pack a nutritious lunch as well. We may provide your child with a light healthy snack in the afternoon.

If your child comes without a drink, we will provide water for them.

Some foods have been shown to cause choking in small children, please make sure these food items are already pre-cut and ready to eat. Occasionally we will make a snack or light meal together as a class. Your teacher will notify you through e-mail of these occasions.



Birthdays:

Birthdays are a wonderful time to celebrate the uniqueness of each child here at FBA. Please contact your child's teacher to arrange a time to celebrate your child's special day with a light low-sugar snack.



LUNCHES & SNACKS

Meal Times are an enjoyable part of the learning environment at First Baptist Academy. Every meal time is served 'Family Style', which simply means that your child's teacher and/or the assistant sit and eat at the table with the children in the classroom. This does several things to promote a positive experience for your child. Sharing meals this way encourages:

Proper health and nutrition. The children watch what foods we choose, and we talk about why we eat the right kinds of foods. In conversation, we positively reinforce those who bring in healthy snacks.

Better table manners. While we are eating with them we can talk about and role model proper table manners.

Trying new foods. We talk about the varieties of foods the children are eating, and encourage them to try new foods they may have in their lunch box.

Positive social interaction between the staff and the students. We use this time to really get to know the children in our classroom. We keep the conversation flowing in a positive manner, and encourage conversation from everyone at the table.

Independence. We encourage the children to try to open all of their food items by themselves. We will use positive words to teach them how to open the snack. If they are unable to open it, then we will open it for them.

Take Home Folder:

Every student receives a "Take Home Folder" that goes home on a daily basis. You will find it in your child's backpack. Some of what you can expect to find in your child's folder are:

- Your child's classroom work.
- A monthly calendar that specifies dates that are important to PreK families, as well as a record of your child's behavior in the preschool setting.
- Print outs with information about upcoming school-wide and PreK events.
- Letters from your homeroom mom.
- Items that may need a signature from you.

E-Mail:

Occasionally you will receive emails from First Baptist Academy, your child's teacher, or your home-room mom. The e-mail address we use to contact you is the one provided by you on RenWeb.

Communicating With Your Child's Teacher:

You may place a note in your child's communication folder, email her, or call the school at 597-2233. While we may not be available at the time of your call, we will be happy to get back with you in a reasonable amount of time.



Health Information



Emergencies/Accidents:

A registered nurse is on campus each school day from 7:30 a.m. to 3:00 p.m. When students are ill or injured, their parents will be notified as soon as possible. Should we not be able to contact the parent in case of a severe problem, the student will be taken to the closest Emergency Room.

Potty Training:

Children enrolled in PK3 and PK4 must be potty trained before attending preschool. Children must be wearing underwear and very rarely having accidents. Please note that wearing pull-ups isn't considered being potty trained. There are strict standards for changing and disposing of wet or soiled diapers. The classrooms are not equipped for diaper changing.

We do understand that even potty trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

Medication:

When it is necessary for students to take any medication, a Request for Medication Administration Form must be filled out electronically. This form is available on the school's website (www.fbalions.org) under Parent Connection/Nurse's Corner. Without this form on file, regardless of the type of medication, no medication will be administered by the school employee; however, if a parent wishes to come to the school he/she may administer medication. The medication must be in its original container and include type of medication,

(continued) dosage, and the duration to be administered. The medication will be stored and administered in the clinic.

Injuries/Illness:

All reported minor injuries will be referred to the Clinic and an Incident Form will be filled out. Any student experiencing illness will be admitted to the clinic for evaluation of his/her symptoms. Parents will be notified if the student is unable to remain in school. Students will remain under the supervision of the nurse until the parent arrives.

Students who have a fever of over 100 degrees or who have been vomiting within the past 24 hours should not come to school. If your child has a contagious illness, please be considerate of the other students and keep your child at home until he/she is no longer contagious. It is the responsibility of the parents to inform the school if the child is out with or has been exposed to a contagious disease.

Sunscreen:

Parents are encouraged to apply sunscreen and protective apparel as needed for their child and in the event of an outside field trip or other lengthy outdoor activity.

Immunizations:

Florida law requires that every child entering public or nonpublic school in Florida show proof of proper immunization certification (HRS 680-blue form) or exemption prior to admittance. The state law does allow a parent to make an independent vaccination decision for themselves and their children, but only through an official letter of exemption. (Exemption forms may be obtained through Collier County Health Department.)

COVID-19: Please refer to our school's reopening guidelines, on our website, for more information

Toy Sanitation:

Toys will be sanitized on a regular basis. In case of illness, toys will be sterilized immediately.