



2009 – 2010
FFA Family
Handbook

WHAT IS THE FAITH FRIENDS ACADEMY PROGRAM?

The *Faith Friends Academy program* is a place for living, learning, and helping the child to grow mentally, physically, emotionally, socially *and* spiritually. Each day brings new opportunities to play, investigate and to express ideas through:

GROUP LIVING: Planning, working and playing in an organized experience so that desirable habits, attitudes, reasoning, independence and responsibility are established.

CREATIVE ACTIVITIES: Self-expression through the use of paints, clay, crayons and manual tools.

LANGUAGE EXPERIENCE: Enjoying stories, verse, conversation, dramatization, building skills and understanding for reading and writing.

MUSIC EXPERIENCE: Responding rhythmically to songs by singing and listening to music.

HEALTH and SAFETY---PHYSICAL EDUCATION: Learning good health habits, acquiring an intelligent understanding of safety rules and developing coordination of the body.

REST and RELAXATION: Indoor and outdoor play and rest time.

SPIRITUAL: The love of God is demonstrated to the child through Bible stories, Bible-oriented songs and activities designed to teach the meaning of holy days. The child is taught that God and Jesus are with her/him at all times and not just when she/he goes to church. Appreciation for and care of God's creation is presented through nature walks and talks. The child will participate in a weekly chapel service led by members of the ministry staff of First Baptist Church.

WHAT WE DO AT SCHOOL!

WORKING and PLAYING TOGETHER: Each child chooses from a variety of activities--looking at books, listening to records, building with blocks, playing out home experiences in the home living center, drawing, painting at the easel, molding clay, using finger paints, freehand cutting, pasting, caring for growing things and pets, and working puzzles.

CLEANING-UP: There is a specific place for all materials and equipment in the classroom. After their use, they are put back in their place. Each child assumes responsibility for putting away the materials which she/he has used, and for cleaning up the area in which she/he was working.

DEVELOPING PHYSICALLY: Using playground equipment and playing games outside and in the gym aid in physical development.

EATING TOGETHER: Eating together gives each child an opportunity to learn desirable table manners, good food habits and making conversation.

SHARING GROUP EXPERIENCES: Singing songs, listening to music, listening to stories or poems, having guests from the community, talking together, and playing out stories all contribute to making school a happy place.

CHAPEL: Once each week the children will meet for a chapel service that is designed for them including simple Bible-related songs and a Bible lesson from the Scriptures. Members of the First Baptist Church ministry staff lead these chapel experiences.

SPIRITUAL DEVELOPMENT: Through Bible stories, Bible-related songs, learning verses, art projects, special emphases at Thanksgiving, Christmas, and Easter, the children receive spiritual development. The expression of God's love and His manifold blessings are second nature to our faculty and thus shared with the children in multiple ways through the course of a day.

GENERAL INFORMATION

REGISTRATION

A non-refundable registration fee of \$50.00 is to be paid at the time your child is registered. This amount will not be deducted from the August tuition.

AGE/REQUIREMENTS FOR ADMISSION

In order for a child to enroll in the Faith Friends Academy program of First Baptist Church, she/he must be at least 6 weeks old. Our center serves children ages 6 weeks – 4years old.

CLASS TIME/DAY INFORMATION

For Daycare drop off time begins at 7AM until 5PM Monday through Friday. Our Mom's Morning Out program is from 8AM until 12PM. You pick the 3 best hours for you. Our 2's and 3's is from 8:15 a.m. until 11:30 a.m. on Mondays, Tuesdays and Wednesdays. 4 year olds are from 8:15AM until 12PM Monday through Wednesday. Our center will serve daycare January through December. Our preschool program will go from August through May. Please bring your child into their classroom each morning. If there is inclement weather there will be a teacher at the breezeway door to escort your child into their classroom.

Enrollment and admission requirements

It is the parent's responsibility to supply shot records and all paperwork before the child can Be enrolled. It is also the parents responsibility to escort their child in the classroom and from the center. We will not put your child in his or her car seat.

TUITION

Tuition is \$1,300.00 for the school year for 2's, 3's and 4's half day program. For your convenience it may be paid in ten monthly installments of \$130.00 each for the 2's, 3's and 4's. Mom's Morning out tuition is \$1,500.00 for the school year or \$150 per month for ten months. For all week Daycare the fee is \$100 per week.

Teachers will send home a convenient payment envelope each month. We ask all payments be received by the 10th of each month. A \$5.00 late fee is added when payment is received after the 10th. If tuition is not received by the 20th of the month, the child may be withdrawn from the program until tuition fees are brought up-to-date.

If there is a temporary financial problem in the family due to an emergency or unusual circumstance, the FFA Director or Church Secretary should be contacted by the 10th of the month so that alternate arrangements can be made.

Although the FFA program is a ministry of the First Baptist Church, the costs of it's operation is funded solely from the tuition receipts. If tuition payments are not made the program cannot function. Your cooperation in this area throughout the school year is greatly appreciated. We feel it is of the utmost importance that your child continues in the program throughout the entire year.

LATE PICK-UP

If you are running late and won't be on time to pick-up your child you must notify the church office. This greatly lowers the anxiety levels for both child and teacher. Our teachers don't mind staying a few minutes over when they know why a parent will be late. Since we don't pay overtime, after the third tardy pick-up, the parent will pay a \$5.00 per half hour child -care fee for that and subsequent late pick-ups.

CLOTHING and PERSONAL BELONGINGS

Children should wear comfortable, appropriate clothing to school. Art and craft activities require that the child or teacher not have to worry about the care of "Sunday" clothes. Please mark clearly, with your child's name: jackets, sweaters, and any other items your child might remove during the course of the school day.

Please do not allow your preschooler to wear expensive or "keepsake" jewelry to school. Check pockets to make sure such items don't get here.

SCHOOL TERM and HOLIDAYS

The Faith Friends Academy ½ day program of First Baptist Church begins on the Monday after Lamar County schools begin. The school year ends on Wednesday the week Lamar County schools end. The All Day program will begin on July 27, 2009, and continue throughout the calendar year.

Inclement weather days are observed as called by the Lamar County School system. Listen to local radio station WBAF-1090 for closing of the local school system. The coordinator will attempt to advise the radio station about our closing.

MESSAGES

Verbal messages from the child cannot be accepted concerning changes in schedule, carpools, pick-up, etc. These should be written and handed to your child's teacher. In the event that someone else will be picking up your child, the staff may ask this person for some form of identification. We will not allow a child to leave church grounds with someone who does not present their ID and is not on your child's form to be released to.

CONFERENCES/HOME VISITS

Since the welfare and growth of the child is our mutual concern, we welcome conferences with parents. Please make appointments for these conferences since they should not be conducted in the classroom where the teacher is busy with other children.

Sometimes a teacher may observe certain behaviors in the classroom that may call for her to want to make a home visit. Do not be alarmed should a teacher notify you that she wishes to make a visit with you and your preschooler. These should be seen as an added interest your child's teacher has in her/him.

HEALTH

All necessary immunizations for your child's age level should be up-to-date at the time the child enters school. All health information is regarded as confidential and will be used only within the Faith Friends Academy program of First Baptist Church and will not be shared with any outside person/group.

Please keep your child home when she/he has a cough, cold and/or fever with a temperature of 100 degrees or more. You do not want other children to infect your child, please do not infect others.

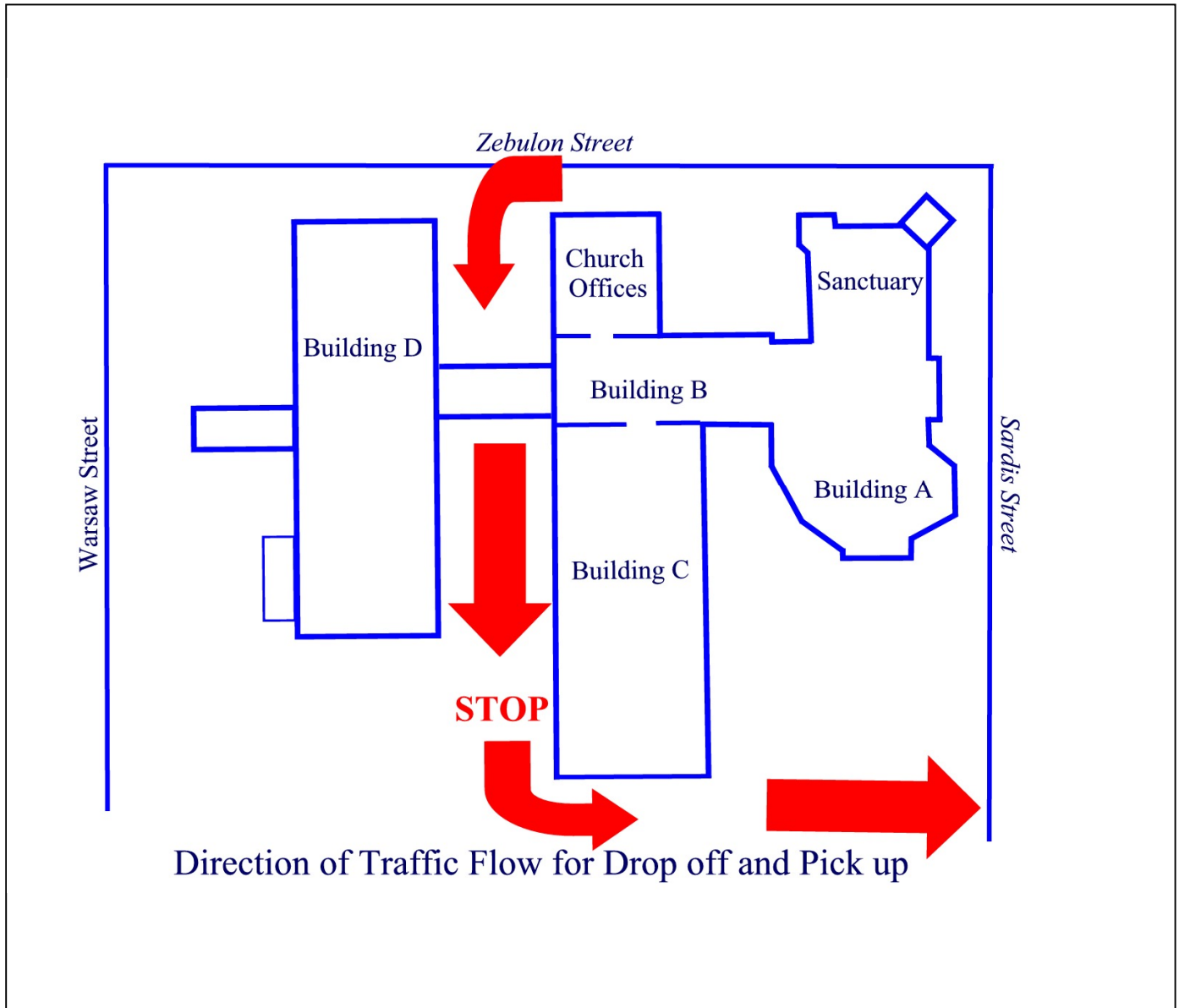
Lunch/snacks

If your child stays for the All Day program please bring their lunch and two snacks. We will provide juice.

Transportation/ Field Trips

Faith Friends Academy does not provide transportation or field trips.

Please let us know of any particular person(s) who should never be allowed to pick-up your child.



Traffic flows only one way under the covered driveway!

Behavior Issue Letter

Dear _____,

This letter is in support of and a follow-up to our conversation on _____(date). I wanted to let you know there has been no improvement in _____'s behavior this first day back. I do not expect a miracle the first day back after a weekend, but I feel that we will be better suited to resolve this most expediently if we keep communication of this issue on the table.

We must hold _____ accountable for his/her behavior. This is hurting people physically and emotionally, especially for the littlest ones being bullied. One of the most unfortunate incidences today was _____(tell story here).

Additionally, I made note of other incidences and will be closely watching to see if there are any triggers for this lashing, or if it is done out of defiance. My concern is that we are not effectively addressing this very serious behavior issue. We must be consistent with each and every situation where _____ is using negative ways to express himself/herself.

I think, like any other parenting tactic, that the key is consistency across the board in how we handle it. Verbal warnings and redirection are not showing positive results. I am interested in hearing what you have used at home when correcting him/her.

Over the past _____ months, while caring for _____, I have witnessed considerably more than what I have revealed to you. I certainly do not want to end the day with what could be misinterpreted as complaints. I see this behavior escalating. As we discussed on Friday, I do agree that _____ needs to be held accountable by you for his behavior while in my care. I have also noticed that when he/she hits or kicks family members in the rush during drop-offs and pick-ups, he/she is not reprimanded. I think this would be another time when we should start addressing the issue.

Consistency is the key. It can not be okay to hurt people anywhere regardless of who they are. I am not saying I feel you are doing anything wrong, but it is happening then and it needs to stop. I will be glad to approach this in any effective manner so that we are in agreement with and consistent with this problem.

I believe a behavior sheet may be an avenue of which I can communicate how the day went. (This is also good documentation for _____'s file concerning this ongoing problem.) Please give me any and all feedback you have on this so we can work through this with _____ in a way that benefits all the children in my care, especially _____.

I feel this is a rectifiable situation, and my hopes are that I do not have to terminate care.

HOUSE RULES -- DISCIPLINE

Discipline is used to teach a child, not as a punishment. I achieve this through love, consistency, and firmness. I stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the child care home frequently, so they are all familiar with the guidelines.

***House Rules** - No running, jumping, or screaming permitted inside the house. We use "walking feet" and "inside voices." No walking around the house with food, cups, or bottles. No going out the door or gate at pick up time without an adult. No shoes in the house. No name calling, teasing, swearing, bad language such as 'shut up', tattling, or potty talk. No gun or violent play allowed.

***We Respect Each Other and Keep our Hands to Ourselves** - No roughhousing, hitting, pushing, biting, grabbing, kicking, pulling, pinching, spitting at others, including household pets and your parents. Lifting, carrying, climbing, or sitting on other children is not permitted.

***We Respect our Belongings and our Environment** - No standing on, hitting with, pounding with, throwing toys or other household items. No standing on or jumping off of furniture. Parents are responsible to pay for damage or replacement costs of any mistreatment of toys, household items, and/or my home and yard.

The following methods of discipline will be used:

Encourage children to solve problems themselves

Intervention, Discussion, Re-direction to another play area

Loss of privileges, Logical consequences

Time out

If I feel there is a chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in the same way so there is continuity in discipline between our homes. These types of behaviors might include such things as biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents me from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

As a child care provider, I have a responsibility by law to recognize and report any evidence of child abuse (physical or emotional or neglect) to the proper authorities.

We will not discriminate due to race or sex !

Religious and Cultural activities

We are a Southern Baptist Church sponsored Daycare. We will not push our beliefs on anyone, but we do have chapel once a week for 2 years through 4 years old.

MEDICAL EMERGENCIES

I am trained in Infant/Child/Adult CPR and First Aid and in the case of an EMERGENCY, I will administer the necessary first aid required. If necessary, the Barnesville Police Department or Paramedic Unit will be called and your child will be transported to one of the hospitals. **YOU WILL BE NOTIFIED AS SOON AS POSSIBLE.** Our local ambulance only transfers to Spaulding Regional or Upson Regional Medical Center.

Diaper Changing Procedure

1. Get supplies ready **FIRST**.
2. If you have a cut on your hands, wear a new pair of disposable gloves.
3. Place the child on a clean, disinfected, dry changing table.
4. Clean child's body with a pre-moistened disposable towelette.
5. Place soiled clothes in a plastic bag. Place soiled diapers in a lined and covered trash receptacle.
6. Remove dirty gloves.
7. Put on clean diaper and clothing (if necessary).
8. Wash child's hands under running water with soap and dry their hands with a disposable towel.
9. Return the child to the crib or play.
10. Clean the diapering surface with soapy water.
11. Disinfect the following: • Diapering area • Equipment and supplies • Any other surface or furnishings contaminated with urine or feces

12. WASH YOUR HANDS!

Toilet Training Is your child ready?

1. Expresses interest in coming into the bathroom with you to find out what goes on there and perhaps even sits on the toilet herself.
2. Understands what the toilet is for and what it means to have a wet or dirty diaper. If she also shows a preference for being clean and dry, fussing when she's wet, pulling off a dirty diaper, or asking to be changed; all the better!
3. Knows the words for urinating and having a bowel movement (such as "going potty" or whatever words your family chooses).
4. Can stay dry for at least two hours at a time.
5. Has regular bowel movements with soft, formed stools
6. Can and will follow simple directions, such as those for washing hands.
7. Can help pull pants up and down
8. Seems to recognize at least a few seconds ahead of time that she's about to go, and can tell you before it happens. (Many youngsters will squat, leave the room, or get "the look" before having a bowel movement.)
9. Is in a willing, receptive mood and isn't going through any major transitions (like adjusting to a new sibling or school).
10. Demonstrates a desire for independence (for example, wants to be a "big girl" and do things for herself) -- or, better yet, shows a specific desire to use the toilet like mommy and daddy do!

If your child meets most of these criteria, she's ready to try. If not, wait a month or two and reevaluate.

Potty-Training should begin at home over a long weekend or holiday. Once you have had success at home for at least a week, your child may begin wearing CLOTH training pants with rubber pants to cover them at child care.

You must still provide me with 1-2 pull ups for nap or other extended periods. Also you MUST provide me with at least 2 complete changes of clothing for your child.

Under no circumstances will your child be allowed to potty-train in regular underwear.

This is for sanitary reasons! Regular underwear cannot contain urine & feces to prevent the spread of germs in my home & to other children in care & to my family. Please cooperate with me on this matter.

Also, if you begin training, please notify me so that I can continue with all the work you have accomplished.

Further, if within 2-3 weeks, your child shows no signs of progress, I reserve the right to put your child back in diapers & try again in a few weeks.

Parent has read & agreed to the Toilet training policies.

Feeding:

1. Each infant is fed according to his/her own feeding schedule.
2. Food/formula brought from home is labeled with child's name, dated and refrigerated if necessary.
3. Faith Friends Academy does not provide formula, diapers or wipes.
4. When formula is discontinued, Faith Friends Academy, provides Grade A vitamin D milk for children over one year of age. Grade A vitamin D whole milk will be provided for children under one year of age when recommended by the child's physician, and a written note provided.
5. Leftover milk/formula is discarded after each feeding and bottles are rinsed out to be taken home.
6. Drinking water is offered to infants and toddlers several times daily.
7. Children who are not able to hold their own bottle are held when fed. Faith Friends Academy, does not allow bottles to be propped under any circumstances.
8. Any opened baby food is labeled, dated and refrigerated. If not used the following day, it is discarded.
9. When formula is prepared by the center, we're required to follow manufacturer's expiration time frame.
10. Infants too young to sit in a highchair for feeding are placed in an infant seat. Wide-based highchairs with safety straps are provided for those children developmentally able to sit on their own.
11. Infants and toddlers are encouraged to experiment with self-feeding using their hands and spoons. Cups, spoons, etc. are scaled to the size and developmental level of children.

Emergency medical Care

1. If your child requires medical attention we will call 911 then call you. 80% of our staff have been trained in CPR and First Aid, so we will do what we can until the EMT's arrive.
2. We will administer medication to your child if the parent fills out the appropriate form. We will also notify you if your child has a reaction to the medication.
3. If your child is sick or has an allergic reaction the director or your child's teacher will call you to pick up your child.
4. Illness.... A child shall not be accepted nor allowed to remain at the center if the child has an equivalent of a one hundred and one (101) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat. The parent will be contacted by phone if any of these occur.
5. Injury.... If you child has a injury while in our care we will contact you by phone and send home a written description of what happened.
6. Exposure... If your child has been exposed to a communicable disease, the center will notify you in writing the day of exposure.
7. In emergency situation, your child will be transferred by the EMT's to either Upson Regional or Spaulding Regional Medical Center.

Ways In Which Parents Can Help

1. Help your child to attend regularly, except when ill.
2. Teach your child self-reliance by encouraging her/him to do things for her/himself. Then allow time for her/him to do these things. Teach her/him to put-on, take-off, and hang-up her/his wraps, to put away toys, to eat regularly and properly, to establish appropriate toilet and sleeping habits.
3. Confer with the teacher about your child. Share with the teacher when special events take place in the life of the family. Let the teacher know of deaths (including pets) in the family, special times of conflict (divorce, loss of employment, etc.), and those special times of joy (pregnancy or the

birth of a sibling). It is important, however, to refrain from discussing the child or these areas of concern in the presence of the child.

4. Get to know your child's teachers. Work with her concerning any problems that may arise. Working together, you and the teacher can make this adventure into learning a positive one.
5. Take an interest in the school and, especially, the work your child brings home. Success in education begins with the parent's positive and encouraging response to whatever the child brings home from school. If it's important to them, it needs to be of major importance to you.
6. Take the time to listen to your child's daily experiences and discuss them with real interest---put aside the mail, newspaper, and shut off the television...*listen!*
7. Develop in your child a wholesome, friendly attitude toward the teacher and the FFA program.
8. **Read to your child as often as possible, a book a night before bed is a good habit. *Allow your child to see you read.***
9. Take time to do things with your child by her/himself. Live, work and play as a family unit. As often as possible, take a family-day outing.
10. A positive attitude by the parent toward school and the process of learning will help the child anticipate and enjoy happy experiences in learning. Encourage older, school-age siblings to speak of school and learning in a positive way.
11. During the year, parents may be asked, at their convenience, to help with special projects. This assistance is always appreciated.
12. Parents should not rely upon the Faith Friends Academy program to be the sole source of religious nurture and training for the child. Parental participation in a weekly, on-going, Bible study program and worship service attendance at church sets a good example for the child. We encourage parents to be actively involved in the life and work of a church; this is good for you, your child and your family.
13. As a parent you are allowed on our campus to all center areas used by your child.

MISCELLANEOUS ITEMS

Bringing toys, chewing gum, candy, etc. from home is discouraged. Occasionally the classes will have a "Sharing Day" and the children are asked to bring one small item to share. **Please do not allow your child to bring guns, tanks, or other toys of war at any time.**

Arrangements can be made, in advance, to bring pets or other items that may fit in with the unit of study. Always confer with the lead teacher first.

We cannot be responsible for jewelry that finds its' way to school. Parents might do well to check fingers and pockets. This is especially true when the child has been pre-occupied with such.

Sometimes toys, crayons, and other items from the classroom find their way into pockets and on to home. When you discover such, please don't make a big deal about it, just return it to the teacher.

In as much as possible, our teachers try to observe your child's birthday on the snack calendar. Parents may wish to bring in special snacks to be shared by all the children in the class on this day. Please make arrangements with the teacher before bringing in snacks.

In the Fall and Spring we have "Picture Day". The company with whom we work also allows for preschool age siblings to have their pictures made **after the classes have been photographed or after 11:30. If you desire this, please let the teacher know the day before "Picture Day."**

The Faith Friends Academy faculty and coordinator reserves the privilege of dismissing a child if, after entering the program, she/he seems unable to participate in group experience, toileting skills don't prove to meet our expectations, or tuition is not paid. **Please understand, every effort will be made, however, to help a child adjust and join in with the learning experience.** We will not be looking for ways to dismiss a child. We consider a disruption of your child's beginning into the wonderful world of learning as serious and should be avoided at any cost. Give us an opportunity to work with you to make this a very successful beginning into learning.

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--- Our First Baptist Ministry Staff ---
Rev. Garth Forster: Pastor
Russ Jenkins: Assoc. Pastor of Ed/Adm
Gregory Burrell: Minister of Music
Emily Meadows: Minister to Children/ Daycare Director
Jered Day: Minister to Students