

Burnt Hickory Baptist Weekday Education Handbook 2019-2020



A Fun Place to Learn!



770-590-0434

**WEEKDAY EDUCATION MINISTRY
MISSION STATEMENT**

Burnt Hickory Baptist Church Weekday Education Program is a ministry of Burnt Hickory Baptist Church seeking to provide developmentally appropriate classroom settings where preschoolers experience the love of Christ as they learn basic skills.

Notice of Nondiscriminatory Policy As To Students

Burnt Hickory Baptist Church Weekday Education program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships, and other school-administered programs.

Burnt Hickory Baptist Church Weekday Education Program is not licensed by the State of Georgia and is not required to be licensed.

We operate under a license exemption.

Our Letter of Exemption is posted in the Weekday Education office.

**BURNT HICKORY WEEKDAY EDUCATION PROGRAM
OFFICE PHONE NUMBER 770-590-0434**

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WEEKDAY EDUCATION COMMITTEE

Kaye Moon
Tammy McClure

Preschool Office Telephone Number: 770-590-0434
Preschool Office Fax Number: 770-590-0423

Pastor: Rev. Matt Petty

Church Address: Burnt Hickory Baptist Church
5145 Due West Road
Powder Springs, GA 30127

Church Phone: 770-590-0334

Please use church number only in an extreme emergency.

WEEKDAY EDUCATION STAFF

| | | |
|---------------------------------------|-----------------|----------------------------|
| Weekday Education Director: | Joy McKinney | jmckinney@burnthickory.com |
| Weekday Education Associate Director: | Melodie Presley | mpresley@burnthickory.com |
| Weekday Office Receptionist: | Heather Hill | hhill@burnthickory.com |
| Weekday Financial Office: | Joanna Jones | jjones@burnthickory.com |

Teachers of 12 - 18 Month Olds:
Charlotte Banks Tammy Thrower

Teachers of 18 - 24 Month Olds:
Kendra Fulford Serena Wailes

Teachers of 2 Year Olds:
Allison Segall Jennifer Stinchcomb
Jean Turner Barbara Whitehead

WEEKDAY EDUCATION STAFF - continued

Teachers of Older 2 Year Olds:

Erin Palmer

Jacquee Pinsoneault

Shanda Steer

Teachers of 3 Year Olds:

Lauri Addams

Denise Rose

Deanna Wilson

Stacy Ficken

Jami Smith

Christine Ratliff

Gaby Villari

Teachers of Older 3 Year Olds:

Molly Chastain

Pauline Nawrocki

Teachers of 4 Year Olds:

Jen Bundy

Lexanne Fricks

Clare Cheshire

Sandy Pope

Kristen Claxton

Robin Smith

Teachers of Early 5's:

Melinda Brown

Barbara Nelson

Kindergarten Teacher:

Wendy Strickland

Kindergarten Centers Room Teacher: Debbie Meriwether

Music Teacher:

Michelle Elsberry

Computer Teacher:

Melissa Fox

Spanish Teacher:

Mariela Exposito

Science Teacher:

Melissa Fauscett

Teacher Assistants:

Janet Cheshire

Kate Daniell

Dru Fadus

Yolanda Maldonado

Nicole Payne

Cecilia Stanley

Pam Chidester

Casie Duncan

Melissa Fox

Cheri Milne

Debbie Rennie

Jennifer Stinchcomb

Janet Coleman

Mariela Exposito

Becky Godfrey

Lindsey Oslin

Melissa Smith

Sharon Vickers

FROM THE DIRECTOR AND STAFF

Welcome to Burnt Hickory Weekday Education Program. We are glad that you have chosen to place your child with us. We feel that every child is special, and every parent is important. It is our desire that every child develop a positive attitude about themselves and school.

Our classes provide the opportunity to learn Bible stories and verses, development through interactive play with other children, planned structured activities, singing, creative movement, and dramatic play to encourage learning.

You will receive a monthly calendar outlining the activities planned for your child's class. If you have further questions about the daily activities or the program, please feel free to call us at 770-590-0434.

We are excited to be working with you and your child and are planning a wonderful, fun-filled year.

OUR PURPOSE

Burnt Hickory Baptist Church Weekday Education Program is a ministry of Burnt Hickory Baptist Church. Our goals are to...

- * Provide a safe, happy, Christian learning environment.
- * Encourage children to grow spiritually, intellectually, physically, emotionally, and socially.
- * Accept each child at his/her developmental stage and facilitate his/her continuing growth.
- * Minister to families through communications, availability, and presentation of the gospel.
- * Support families in the important task of teaching children.
- * Remember according to Psalm 139:14, everyone is "... fearfully and wonderfully made."

Thank you for sharing your child with us. It is a privilege for us to have the opportunity to be a part of your child's life this year.

Expect to hear from us often in the form of newsletters, calendars, and notes. We welcome and appreciate your suggestions and comments.

We are looking forward to a fantastic year together!

POLICIES

REGISTRATION

A non-refundable registration fee is due upon enrollment into the program. This fee guarantees the child a place and helps purchase supplies. This fee may be prorated if a child registers after the school year begins. The registration fee during the year is prorated as follows:

August, September, and October – full payment of fee
November, December, January, February – one half of fee
March, April, May – one third of fee

Preferential registration for the following year is given to currently enrolled families and church member families. Preferential registration will NOT be considered for the next school year for any student who is not current on fees or immunizations. No registration forms for the following year will be given out or mailed out before registration begins in February. Registration forms for the following year will be given out or mailed out to the community only after in-house registration has occurred. Information will be made available, but no forms. Every child enrolled will need to have a completed registration form, signed financial contract, teacher request form, class list information form, and permission to display photographs form. Samples of these forms are included in this handbook.

ENROLLMENT

Enrollment is for the entire school year and there will be no refunds for absences. Our 2019-2020 school year runs from August 7, 2019 through May 14, 2020, closely aligning with the Cobb County School District calendar.

A birth certificate (does not have to be a certified copy) and a Georgia 3231 Immunization Form or notarized exemption paper need to be turned in to our office in order for your child to start school.

Each child will be placed by the director. No requests for specific teachers will be taken.

The ages of children admitted are as follows:

- 12-18 month class – 1 year by September 1st and walking
- 18-24 month class – 18 months by September 1st and walking
- 2 year classes – 2 by September 1st
- Older 2's classes – turning 3 between September 2nd and December 31st
- 3 year classes – 3 by September 1st
- Older 3's – turning 4 between September 2nd and December 31st
- 4 year classes – 4 by September 1st
- Early 5's – turning 5 between September 2nd and December 31st, class is also open to students who are already 5 on September 1.
- Kindergarten – 5 by September 1st

All children entering classes for 3 year olds and up must be completely potty trained. *Completely potty trained means a child is able to wear regular underwear (not pull-ups), can verbalize the need to potty to an adult, is capable of manipulating his/her clothing to potty, can wipe his/herself, can flush, can wash and dry hands.*

We will not accept a child for enrollment or continue a child's enrollment in the program where the program staff determines that services necessary to protect the health and safety of the child and staff while at the school cannot be provided. Registration will not be accepted for any student who has delinquent fees or whose immunization documentation is not current.

ONE MONTH'S WRITTEN NOTICE IS REQUIRED IF A CHILD WITHDRAWS FOR ANY REASON DURING THE SCHOOL YEAR. Please give official notice of withdrawal to the Weekday Education Director, either by letter or email, jmckinney@burnthickory.com.

SAMPLE FORM

STUDENT'S NAME: _____

FINANCIAL COMMITMENT 2019-2020 SCHOOL YEAR

I understand that my financial commitment to Burnt Hickory Baptist Church Weekday Education Program includes a registration fee and activity fee as well as tuition. _____
initials

I understand that the registration fee is non-refundable. _____
initials

I understand that my child is enrolling for the entire school year and that tuition is based on an annual fee, paid in ten installments, and is not a fee per day or a fee per month. Refunds will not be given for sick days, inclement weather days, holidays, or circumstances beyond our control. _____
initials

I understand that the first tuition payment is due by June 1, 2019. If withdrawal becomes necessary, a refund of the first tuition payment may be given provided that notice of withdrawal is made in writing prior to June 30, 2019. No first payment refunds will be issued after July 1, 2019. _____
initials

I understand that beginning in August, the remaining nine payments will be due on the 5th of the month preceding the month of attendance. Payment will be considered late after the 15th of the month and a late charge will be assessed. The remaining nine payments are due on the 5th of school months August 2019 through April 2020. _____
initials

I understand that all children enrolled in the program have an activity fee which is due at registration. _____
initials

I understand that if I decide to withdraw my child written notice is required. I understand that a thirty (30) day written notice is required. _____
initials

I understand that non-payment of tuition subjects my child to dismissal from the program. _____
initials

(Signature of Parent or Guardian)

(Date)

TEACHER REQUESTS

I understand that no request for a specific teacher will be taken for the 2019-2020 school year. Each child will be placed by the director. _____
initials

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Burnt Hickory Baptist Church Weekday Education Program admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and other school-administered programs.

SAMPLE FORMS

NOTICE OF EXEMPTION FROM LICENSURE

Burnt Hickory Baptist Church Weekday Education Program is not licensed by the State of Georgia and is not required to be licensed. We operate under a license exemption.

Our Letter of Exemption is posted in the Weekday Education office, along with our Certificate of Recognition as *A School of Excellence for Young Children* from The United Methodist Preschool Association of the North Georgia Conference.

I have been advised and understand that Burnt Hickory Weekday Education Program is not licensed.

(Signature of Parent or Guardian)

(Date)

CLASS LIST INFORMATION

Burnt Hickory Weekday Education Program requests permission to publish your child's name, address, telephone number, email address, and parent's names on a class list. This list would be distributed only to other families in the weekday program.

_____ Permission is granted for our information to be included on the class list.

_____ Permission **is not granted** for our information to be included on the class list.

(Signature of Parent or Guardian)

(Date)

PERMISSION TO DISPLAY STUDENT PHOTOGRAPH/NAME

I hereby grant permission to Burnt Hickory Baptist Church to use or publicly display my child's photograph, video image, or audio clip on the Burnt Hickory Baptist Church website or Burnt Hickory Weekday Education website, or other official church publications without further notice. I acknowledge the church's right to crop, edit, or treat the photograph, video, or audio clip at its discretion.

I understand that once my student's photograph, video image, or audio clip is published on a website, it can be downloaded by any computer user. I understand that a student's name may be published along with the student's picture.

Therefore, I agree to indemnify, defend, and hold harmless the members of the Burnt Hickory Baptist Church staff, volunteers, employees, agents, successors, and assignees (the "Indemnified Parties") from and against any and all claims and liabilities resulting from this publishing.

(Signature of Parent or Guardian)

(Date)

_____ Permission is granted for the use requested above.

_____ Permission **is not granted** for the use requested above.

LIVE STREAMING VIDEO ON BURNT HICKORY BAPTIST CHURCH WEBSITE

I understand that Burnt Hickory Baptist Church may offer, on the church website, live streaming of the Weekday Christmas program and/or End of the Year program/Graduation. I understand that these programs will only be available to view during the event and will not be archived for future viewing. These programs may be recorded and offered to Weekday families for purchase.

_____ Permission is given for my child to participate in these programs.

FEES: TUITION – DIVIDED INTO 10 EQUAL PAYMENTS

| | | |
|--------------------|-------------------------------------|-------------------|
| 1 YEAR OLDS: | (TUESDAY & THURSDAY)..... | \$155.00/payment |
| 2 YEAR OLDS: | (MONDAY & WEDNESDAY)..... | \$155.00/payment |
| | (TUESDAY & THURSDAY)..... | \$155.00/payment |
| 3 YEAR OLDS: | (TUESDAY & THURSDAY)..... | \$165.00/payment |
| | (MONDAY, WEDNESDAY, FRIDAY)..... | \$180.00/payment |
| | (TUESDAY, WEDNESDAY, THURSDAY)..... | \$180.00/payment |
| 3 YEARS OLDS | (MONDAY-THURSDAY)..... | \$195.00/payment |
| OLDER 3 YEAR OLDS: | (TUESDAY, THURSDAY, FRIDAY) | \$180.00/payment |
| 4 YEAR OLDS: | (MONDAY, WEDNESDAY, FRIDAY) | \$185.00 /payment |
| | (MONDAY-THURSDAY)..... | \$205.00/payment |
| EARLY 5's CLASS: | (MONDAY - FRIDAY)..... | \$230.00/payment |
| KINDERGARTEN: | (MONDAY - FRIDAY) | \$ 280.00/payment |

Tuition is an annual fee divided into 10 equal payments. Tuition is due in advance.....on the 5th of the month preceding the month of attendance. To make a payment by credit/debit/echeck, visit our website, www.burnthickory.com/weekday-education and click on the “Make a school Payment Now” option. Payment coupon books are available if paying by check. Please write your child(ren)’s name(s) on each coupon along with the amount paid. Cash payments should be hand delivered by an adult to the Weekday Office and a receipt for the cash will be issued at the time of payment.

There will be a late fee of \$10.00 on payments not made by the 15th of the month preceding the month of attendance. There will be **no refunds for days missed** (such as absences of a child, inclement weather, or other instances that necessitate the closing of the facility, etc.).

Any tuition payment as much as 30 days in arrears will make the child subject to suspension until payment is made. If a financial problem should arise, please contact our office.

Returned checks are subject to the current late fee.

MAKE CHECKS PAYABLE TO: **B.H.B.C. WEEKDAY**
5145 DUE WEST ROAD
POWDER SPRINGS, GA 30127

You may make a tuition payment online or mail a check to BHBC Weekday or send your payment to school with your child. To send payment with your child, please place your check and coupon in a sealed envelope and put inside the school folder. Cash payments should be made in person by an adult in the Weekday Office.

PARENTS OF CHILDREN 2 AND UNDER must walk children to their classrooms and make sure that a teacher is present before leaving. Children should not arrive at the classroom before 8:55 AM. Prior to 8:55, the staff members are preparing the classrooms for the day and participating in staff meetings.. We suggest that children be handed over the gate or allowed to walk through the gate into the classroom on their own. We ask that parents do not enter the classroom at drop off time.

Children should be picked up promptly at 1:00 PM. Each child needs to be signed out at the classroom door. After 1:05, a late fee of \$1.00 per minute will be charged. After 1:00, the remaining children will be taken to the Weekday office to be picked up and signed out on a "Late For Pick Up" sheet. This sheet will be used to determine if a pattern of lateness develops. If habitual lateness becomes a problem, the child may be dismissed from the program.

PARENTS OF CHILDREN IN THE 3 AND OLDER CLASSES are encouraged to use our carpool line to drop off and pick up their children. Kindergarten hours are 8:45 – 12:45 each day with drop off beginning at 8:35. All other classes meet from 9:00 – 1:00. An adult will greet the children at the cars and at the door between 8:55 and 9:15 AM. After 9:15 AM, please park and accompany your child to the office to sign in and then escort your child to the classroom. Dismissal for children ages 3 and up will begin at 12:50 and end by 1:15. Parents will be notified of any variation of this schedule. For the safety of your children and our staff, we request **NO CELL PHONES IN CARLINE**, please!

It is very important that children **ARRIVE ON TIME AND BE PICKED UP ON TIME**. If there is an emergency causing a delay in pick up, please notify our office at 770-590-0434. When the pick up carline is over at 1:15, any children remaining will be taken to the Weekday office to be signed out on a "Late For Pick-up" sheet. A late fee of \$1.00 per minute may be charged. If this situation continues, the child will be dismissed from the program. If you choose **not** to use the carline in the morning, you must park in the **front** parking lot and deliver your child to his/her classroom. Children are not allowed to walk into the building alone under any circumstance. They must be accompanied by an adult. If you chose **not** to use the carpool line in the afternoon, you must also park in the **front** parking lot and walk through the building to the designated pick up door: a set of double doors that open into the rear lobby where the children are waiting to be picked up. Your child's carpool number is required for walk in pickup. Children are only dismissed from this rear door during afternoon pick-up. A staff member will deliver your child to you as you wait in the hallway and you will be required to initial that you have received your child. Please do not enter the rear lobby during carline dismissal.

If a child is to be picked up by anyone other than the parent, a written note is required from the parent. A photo ID will be required if there is no carpool number. If there is an emergency necessitating a change in pick up, please call the weekday office at 770-590-0434 to make arrangements for the dismissal of your child.

CARPOOL SAFETY

- * No cell phone usage in car line
- * Each child should stay buckled in his/her car seat until the car stops for unloading
 - No child should be hanging out of the window
 - No child should be sticking his/her head or body out of the roof of the car
 - No child should be opening an automatic sliding door while a car is in motion
- * Please drive slowly - our carpool line is not the only event occurring in the parking lot! Cars can be arriving for other activities: Bible study classes, Fitness class, Special events, Church staff, Drop off of children ages 2 and younger, and people just using our parking lot as a cut through.
- * Displaying the carpool number is essential for the pick up process to work efficiently and smoothly
 - Place the carpool number where the staff member who is the outside number caller can see it
 - Leave the carpool number in place so the loaders can double check before loading each child
- * The carpool line begins in the row farthest from the building. If you arrive early for pick up and are driving thru the row closest to the building to wait under the canopy, you may be jumping in front of someone who has stopped to wait in the far row. Please be aware and considerate.

CONCERNING SEPARATION ANXIETY UPON ARRIVAL

Since all students ages 2 and younger are brought into the building by an adult, sometimes it is difficult for the child to let the adult leave. We have found that the quicker the adult leaves, the easier it is on the child to separate and the better the child does.

If you are concerned about leaving a child who is upset, you may wait outside of the classroom in a location where your child cannot see you; however, we suggest that you go ahead and leave the campus. Usually by the time you get to the car, he/she will have settled into the class. **Please do not go into the classroom.** If the parent of one child comes into the classroom, this might help to settle that child, but often upsets all the other children in the classroom who may also be missing their parent.

If the teacher can comfort your child, reassure him/her that you will return soon, and involve your child in an activity, the fears and tears quickly disappear. We will not allow a child to cry for an undue amount of time. ***You may call the office and check on your child at any time.*** If we cannot calm your child down, we will call you and allow you to decide whether to come back and pick up your child early. We want every child to have a positive experience here and will work with you to achieve that goal.

BITING

Young children do bite for a variety of reasons. When this occurs, it is frustrating for all involved. We will deal with this issue on an individual basis, seeking the cause, and using appropriate discipline in the classroom. Recurring frequent biting may be cause for dismissal from the program. Please understand that we have a commitment to all families enrolled to work out the best solution for all children involved.

SCHOOL CLOSINGS/INCLEMENT WEATHER

If Cobb County Schools are closed, we are closed. Please tune into local weather, radio, and TV stations for announcements. You can also be informed by signing up to receive text messages or email messages from our director (see page 17). By signing up for this, you will also receive brief reminders, such as picture days, or urgent updates.

DELAYED START DAYS

If Cobb County School District cancels school for the day **or** has a delayed start day, BHBC will **NOT** have school. Local media will be used to convey this information, or you will receive a text and/or email from the director if you sign up (see page 17).

PARENT CONFERENCES

Parent conferences are only for children in the 3 year and older classes. During the month of October, your child's teacher will call you to let you know how your child is adjusting to school. Parents of children attending 3's, 4's, or early 5's will have a phone conference at this time. Kindergarten parents will have a face-to-face conference at this time. Parent/teacher conferences are also scheduled for March 23-27, 2020 for all 3's, 4's, early 5's and Kindergarten. The spring conference will be a face-to-face conference. School will be open as usual during conference week. If you need to talk with a teacher at any time, please feel free to call the school or email the director. We want to be available to answer questions as the need arises.

MESSAGES

Please send all messages to the school **IN WRITING**. Verbal messages are not dependable. When it is necessary to call the school, please remember that teachers are in class until 12:45 or 1:00. Unless it is an emergency, leave a message in the office and the teacher will call you after dismissal. Please refrain from texting our teachers during class. If a teacher is reading a text or answering a text, she will be distracted and not teaching the class!

CLOTHING

Please allow your child to wear loose, comfortable, washable clothing. We also recommend that children be encouraged to dress themselves at home. This does wonders for a child's self – confidence! Sweaters, coats, hats, gloves, or anything a child may take off **SHOULD BE LABELED** with the child's name and be large enough for the child to put on by himself or with little help. Shorts and slacks are acceptable. Tennis shoes are recommended. Cowboy boots, flip flops, or Croc type shoes **MAY NOT BE WORN**. Please provide an extra set of clothing each day, enclosed in a large zip-lock bag, for emergencies. Please send a pair of socks for your child to wear on the indoor playground.

For the younger students, using your child's first and last name, please label all items that your child brings to school, such as bottles and/or sippy cups, blankets, stuffed animals, etc.

SNACKS

If your child has a specific food allergy, please notify the director and the teacher in writing before school begins. Arrangements will be made on an individual basis to provide an environment that is sensitive to your child's needs.

For children 2 years and younger, snacks are provided for your child. We will provide water to drink. If you would like for your child to have juice, please send it in his/her bag.

For the 3 and 4 year classes, about once a month each child will be responsible for providing a snack for his/her entire class, including the teacher and assistant. To keep you informed, each teacher will send home a calendar with a schedule showing each child's turn. We ask that you provide a healthy snack, such as fruit, crackers, cheese, yogurt, breakfast muffins, granola bars, dried fruit, frozen yogurt, or pretzels. Cookies or snack cakes are okay for special events like birthdays but are discouraged as a snack item on a regular basis. Homemade goodies are always welcome. Water will be served at snack time.

The school will furnish the paper products and keep "back-up" snacks on hand. Each 3 and 4 year class will have a special snack container that will come home with your child when it is his/her time to bring the snack. We encourage you to let your child help decide what to bring. We also encourage you to consider sending a snack that goes along with the current unit of study or emphasis of the week. The calendar will contain information about themes, colors, letters, number, etc. for each month.

For the Early 5's and Kindergarten classes, each child will bring his/her own snack daily.

LUNCH

Please send your child with his/her lunch each day. All classes will be eating lunch at school. Lunches will **NOT** be needed the first week of school or on party days.

BIRTHDAYS

Special attention is given to birthdays. You are invited to join the class at snack time on that special day. Please contact the teacher if you plan to come to school for your child's birthday. In each classroom, the teachers try to schedule this special snack day on or very near the child's birthday. A decorated cookie or other special treat is appropriate, and you may provide special plates, cups, and napkins. ***We ask that NO goodie bags, party favors, or balloons be given to the class. Also, no invitations to parties can be sent home through the school.***

PARTIES

Several class parties are scheduled for the year. Parents are asked to sign up to help with these parties. Parents are invited and encouraged to attend all the parties to share in this special time. **NO GOODIE BAGS OR BALLOONS ARE ALLOWED AT ANY PARTY**, including birthdays. Please do **NOT post pictures on social media that contain other children's photos**. Parents of some students have requested that their child's photo not be posted. Thank you for your cooperation.

SHARE TIME

Share time is usually reserved for our 3 year and older classes. Each individual class will have a special procedure for "share time," also known as "show and tell." Each classroom teacher will explain how "share time" works in her classroom. Some classes combine "show and tell" with their snack day. Please have your child bring ONE thing that will fit in the book bag to show. *We ask that no toy guns, swords, or other weapons be brought to school.*

A NOTE ABOUT NOTES

If your phone number, work phone number, or emergency number should change, please notify us immediately in writing.

When a child is absent, we request that a written note be sent to school upon return.

Please send a note if your child will be leaving school with someone other than the usual pick-up person.

We will not send home any solicitations other than those that come directly from the weekday education program or Burnt Hickory Baptist Church.

An "Ouch Report" will be sent home if your child has an injury at school.

A note will be sent home to let you know if your child is having trouble understanding or following school rules. For the safety and respect of everyone at school, we appreciate your assistance in helping your child understand and follow the school rules.

REASONS FOR DISMISSAL

Non-payment of fees can result in dismissal. Any account as much as 30 days in arrears will make the child subject to suspension until payment is made. However, if a financial need arises that interferes with regular payment, please contact the director for options before dismissal is imminent.

Extremely disruptive, destructive, or dangerous behavior of a child will be cause for dismissal. Every effort will be made to work with the parents, and a trial period can be arranged.

Repeated tardiness in arrival or picking up a child can result in dismissal from the program.

PLANT POLICY

All plants located in the preschool areas, including offices, classrooms, and welcome centers, will be safe for touching and/or ingesting (but doing such is not encouraged!). Plants placed in the classrooms will be approved by the director and will be located so as not to pose a fall/tip hazard.

ANIMAL POLICY

All animals kept as classroom pets must be approved by the director prior to being placed in a classroom. Procedures for their care and maintenance shall be written and followed.

No poisonous snakes, pit bulls, ferrets, turtles, birds, or any wild or dangerous animals will be kept in the facility.

Animals visiting the facility must be caged and/or on a leash and controlled by owner/handler. Visiting animals, such as "pet day," should be on a leash, or in a cage, and kept outside of the building. Licensed animal handlers will be allowed to bring animals inside the facility. The handler will be responsible for the animal and clean up.

No animals are allowed in the food prep, food service area, or on the playground.

Stray animals will be reported to animal control. Facilities staff will be notified and asked to assist in the capture of friendly animals.

DISCIPLINE PROCEDURE FOR STUDENTS

We structure the classroom environment, the daily schedule, and the planned activities in such a way as to prevent problems from occurring in the classroom. We will be teaching the children a very simple set of rules that will help each child know in advance what our expectations for appropriate school behavior are. However, when discipline becomes necessary, we start by gently reminding or explaining to the child what is acceptable and give the child the opportunity to correct his/her own behavior. Redirection may then be used with the child and an alternate activity may be offered to the child. If the inappropriate behavior continues, the child is separated from the group within the classroom. If this "time out" within the classroom does not affect the behavior, the child is removed from the classroom and taken to the director's office. A parent may be called at this point if the director feels the need for input or assistance in determining the most effective way to handle the behavior.

Any behavior that a teacher deems dangerous to the child exhibiting the behavior or dangerous to the staff or other children in the classroom will be cause for immediate removal from the classroom and a trip to the office. We will make every reasonable effort to cooperate with the parents and the child, but extremely disruptive, destructive, or dangerous behavior will be cause for dismissal from the program.

BULLYING POLICY

Burnt Hickory Baptist Church Weekday Education Program believes that all students have a right to a safe and healthy school environment. Weekday Education Program has an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. The School Director will promptly investigate each complaint of bullying in a thorough and confidential manner. Students who engage in bullying shall be subject to disciplinary action up to and including expulsion.

HEALTH & SAFETY ISSUES

The State of Georgia requires a certificate of immunization: **Form #3231** or a notarized exemption form for each child in the program. The certificate is NOT valid without name and birthdate of child, date of expiration or "X" in Complete for School attendance box, legible name and address of issuer, certified by signature, and date of issue. We must have this form before your child starts school and this form must be kept up to date.

The children and teachers wash their hands often with soap and water. Also, waterless hand cleaner is available around the building.

In an attempt to cut down on the passing of germs during diaper changes, teachers will place the child on a sheet of waxed paper and wear gloves. After each diaper change, these materials will be thrown away and clean supplies will be used for the next child.

Toys are washed with a germicide that is sprayed on and air dried. This is a non-toxic spray that allows us to ensure that germs are not being passed on the toys and that each day the children are presented with clean toys.

We do **NOT** dispense any form of medication: over the counter, homeopathic or prescription to a child. Please do not send anything in for a child to dispense to his or her self. Medication needed for life threatening situations, such as an epi pin or rescue inhaler, as prescribed in a written physician's protocol, will be administered.

ILLNESS GUIDELINES

To protect your child and others at school from certain communicable disease, please keep your child home and/or follow the recommendations offered if your child has any of the following symptoms:

- ✓ **APPEARANCE, BEHAVIOR** – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable is sufficient reason to exclude a child from school and to be medically evaluated.
- ✓ **EYES** - thick mucus or pus draining from the eye or pink eye (conjunctivitis) – may return to school when medical treatment has began.
- ✓ **FEVER - TEMPERATURE** of 100 degrees Fahrenheit or higher-your child should be **fever free** for 24 hours before returning to school.
- ✓ **GREENISH NOSE DISCHARGE, AND/OR CHRONIC COUGH** - should be seen by a health care provider because these conditions may be contagious and require treatment.
- ✓ **SORE THROAT** - especially with fever or swollen glands in the neck.
- ✓ **DIARRHEA** - 3 or more watery stools in a 24-hour period especially if the child acts or looks ill.
- ✓ **VOMITING** – vomiting in a 24-hour period.
- ✓ **RASH** – body rash, especially with fever or itching – heat rashes and allergic reactions are not contagious and are allowed in school.
- ✓ **EAR INFECTION WITHOUT FEVER** – do not need to be excluded, but medical treatment and follow-up should be provided because untreated ear infections can cause permanent hearing loss.
- ✓ **LICE, SCABIES** – children may not return to school until they have been treated and are free of lice and nits (eggs).

**** IF ANY OF THE ABOVE SYMPTOMS ARE OBSERVED AT SCHOOL, IT WILL BE NECESSARY TO HAVE THE CHILD PICKED UP FROM SCHOOL.**

**** PLEASE CALL OR EMAIL THE WEEKDAY OFFICE TO INFORM US OF ANY ILLNESS THAT MIGHT BE CONTAGIOUS.**

If a child develops these symptoms during the school day, the child will be isolated, and parents will be contacted and requested to pick up the child. If a parent(s) cannot be contacted, the emergency contact listed on the registration form will be called.

We request that in the event of illness you follow the 24 hour rule: no fever, vomiting, or diarrhea for 24 hours before returning to school. If your child is on an antibiotic, please complete a full 24 hours of medication before returning to school.

Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick. While we regret any inconvenience this may cause, in the long run, this means fewer lost workdays for our staff and less illness for all the students and parents.

THE SCHOOL YEAR AT A GLANCE (ages 3 year and up)

AUGUST

| | |
|---|------------------------------|
| Chapel Topic: God's Beautiful World | Genesis 1:1-28 |
| Bible Thoughts: 3's God made the summer. The birds have nests. | Psalms 74:17 Matthew 8:20 |
| 4's I am wonderfully made. God cares for you. | Psalms 139:14 1 Peter 5:7 |
| Units: Summer, Me | |
| Events: 3's & 4's - Tour of Burnt Hickory, 4's, E5's, KG | |

SEPTEMBER

| | |
|---|----------------------------|
| Chapel Topic: God Talks to Moses | Exodus 3:1-21 |
| Bible Thoughts: 3's God is good. God made us. | Psalms 73:1 Psalm 100:3 |
| 4's God said, "I will be with you." The Lord is good to all. | Exodus 3:12 Psalm 14:9 |
| Units: School, Family | |
| Events: 3's - Fall Nature Hike on Campus; "Mother Goose" visits | |

OCTOBER

| | |
|---|----------------------------------|
| Chapel Topic: David & Jonathan Were Friends | 1 Samuel 18:1-4 |
| Bible Thoughts: | |
| 3's Help one another. God is love. | Galatians 5:13 1 John 4:8 |
| 4's Be kind to one another. A friend loves at all times. | Ephesians 4:32 Proverbs 17:17 |
| Units: Friends, Fabulous Fall | |
| Events: Fall pictures | |

NOVEMBER

| | |
|--|-------------------------------|
| Chapel Topic: Noah and the Ark | Genesis 6:1-9 |
| Bible Thoughts: | |
| 3's God sends the rain. Give thanks to the Lord. | Leviticus 26:4 Psalm 106:1 |
| 4's We give thanks to you, O God. Sing joyfully to the Lord. | Psalms 75:1 Psalm 33:1 |
| Units: Food & Nutrition, Thanksgiving | |
| Events: 18-24 month, 2's, 3's, 4's, E5's & KG - Thanksgiving Feasts; "Mother Goose" visits | |

DECEMBER

Chapel Topic: Jesus Was Born

Luke 2

Bible Thoughts:

3's Jesus was born in Bethlehem.

Matthew 2:1

The angel said, "I bring you good news".

Luke 2:10

4's For unto us a child is born.

Isaiah 9:6

We have seen his star and have come to worship him.

Matthew 2:2

Unit: Joys of Christmas

Events: 4's, E5's, & KG

Christmas Program

18-24 months, 2's, 3's, 4's, E5's & KG

Christmas parties

JANUARY

Chapel Topic: Jesus in the Temple

Luke 2:39-50

Bible Thoughts:

3's Jesus went to church.

Luke 2:27

God made the winter.

Psalms 74:17

4's Ears that hear and eyes that see,
the Lord has made them both.

Proverbs 20:12

Work with your own hands.

1 Thessalonians 4:11

Units: Wonderful Winter

Community Helpers

Events: 3's

Visits from Community Helpers

4's, E5's, KG

"Mother Goose" visits

E5's, KG

100th Day of School

FEBRUARY

Chapel Topic: Jesus, the Children's Friend

Matthew 19:13-16

Bible Thoughts:

3's Jesus said, "Love one another".

John 15:17

We are helpers.

2 Corinthians 1:24

4's Jesus said, "Let the little children come to me".

Matthew 19:14

Jesus said, "You are my friends".

John 15:14

Units: Valentine's Day

Events:

All classes ages 3 and up

Donuts with Dad

All classes ages 3 and up

Valentine's Day Parties

MARCH

Chapel Topic: The Easter Story

Bible Thoughts:

3's Trust in the Lord.

God made the wind.

4's Jesus loves us.

Jesus went about doing good.

Isaiah 26:4

Psalms 147:18

Revelation 1:5

Acts 10:38

Units: Easter, Spectacular Spring

Events: 4's, E5's & KG

3's, 4's, & E5's

Music Man visits

Conference Week

APRIL

Chapel Topic: Zaccheus Meets Jesus

Luke 19:1-10

Bible Thoughts:

3's Jesus grew and became strong.

God made the animals.

4's God gives us all things to enjoy.

God made the flowers.

Luke 2:40

Genesis 1:25

1 Timothy 6:17

Genesis 1:11

Unit: Animals

Events: 18-24 months, 2's, 3's, 4's, E5,s KG

4's, E5's, & KG

2's, 3's, E5's, KG

All classes

Easter Parties

School Bus Safety Presentation

"Mother Goose" visits

Animals visit

MAY

Chapel Topic: A Boy Shares His Lunch

John 6:1-13

Bible Thoughts:

3's & 4's

Honor your Father and Mother.

Children obey your parents.

Exodus 20:12

Ephesians 6:1

Units: Celebrating Moms

Events: 18-24 months, 2's, 3's, 4's, E5's & KG

All classes

4's & E5's

Kindergarten

Mother's Day Luncheons

End of the year play day and picnic

End of the year program

Graduation

Please note.....Units and Special Events are subject to change

PARENTS CAN HELP!

- * PRAY! Pray for your child, your child's teacher, and our program.
- * Always let us know of any concern you may have. We will listen and see how we may be able to address your concern.
- * Get involved! We love to have parents involved. Discuss with your child's teacher ways you can help in the classroom.
- * Take an interest in the school and whatever your child brings home.
- * Encourage him/her to learn to put on and take off coats, mittens, etc.
- * Confer with the teacher about your child, but never discuss the child in his/her presence.
- * Take time to listen to what your child has to say about school.
- * Attend all parent meetings.
- * Let us know where we can do better. If you have suggestions or ideas on how we can improve, please share those with us.
- * Send the following items for use in our classrooms:
 - ONE box of tissue
 - ONE role of paper towels
 - ONE roll of wax paper
 - ONE box of baby wipes (package or refill pack, 1 year olds, please send in 2 boxes)
 - ONE box of sandwich size Ziploc Bags (2 year olds)
 - ONE box of gallon size Ziploc Bags (3 year olds)
 - ONE box of quart size Ziploc Bags (4 year olds)
 - ONE box of snack size Ziploc bags (Early 5's)
 - ONE box of 2 gallon Ziploc bags (Kindergarten)
 - ONE package of washable markers
- * We recycle print cartridges and cell phones. Please bring your old ones to us.
- * For Publix shoppers, we participate in the Publix Partners program. An account at www.publix.com must be created only once, but each family must sign up annually to choose a school to support at the **Publix Partners** page. At checkout, you will be asked to enter your phone number. A percentage of all monies spent will be credited to the Burnt Hickory Baptist Weekday Program account. A check is sent to the school when a minimum of \$250 has accumulated in the school's account.
- * For Kroger shoppers, we participate in the Kroger Community Rewards program. Please go to www.krogercommunityrewards.com to register your Kroger Plus card and designate our school as a recipient. A check is sent to the school quarterly. Earnings are also based on a percentage of monies spent.
- * Sign up to receive text messages or email messages from our director. Text to 81010. In the message area - parents of 1's and 2's, type @1-2bhbc19 ; parents of 3's, type @3bhbc19 ; parents of 4's, type, @4bhbc19 ; parents of Early 5's, type, @e5bhbc19 ; parents of Kindergarteners, type kbhbc19 . These will be brief reminders, such as picture days, or urgent updates, such as weather closings. For email, send an email to 1-2bhbc19@mail.remind.com, or 3bhbc19@mail.remind.com, or 4bhbc19@mail.remind.com, or e5bhbc19@mail.remind.com, or kbhbc19@mail.remind.com. The number at the beginning represents the age group of your child.

RESOURCES USED FOR TEACHING AT
BURNT HICKORY BAPTIST CHURCH WEEKDAY EDUCATION PROGRAM

RESOURCES: For ages 2 and younger

Our program is based on the Wee Learn Curriculum Guides for Infants, Twos, and Threes. This is a Biblically-based program for preschoolers. Your child will participate in a variety of activities.

Some of the activities include:

- working with paints and crayons
- building with blocks
- play dough
- playing together with other children of the same age
- handling manipulatives
- putting together puzzles
- enjoying Bible stories and verses
- learning to share
- taking turns
- making choices
- listening to stories being read aloud
- participating in group time
- learning good health and hygiene habits
- participating in interactive dramatics programs
- experiencing and learning foundational truths of the Christian faith

RESOURCES: For ages 3 and up

We use several basic curriculum guides and pull activities from other sources as well. Some of them are:

The Bible

A Beka Books for Kindergarten

The Everything Book

Bible Lessons for Little People

Land of the Letter People

Wee Learn Curriculum Guides

Creative Resources For Preschool Teaching

“Read it Once Again” Units

Our Own Creative Minds and Yours

Every Day Counts

**OTHER MINISTRIES OF
BURNT HICKORY BAPTIST CHURCH**

Sunday Morning Worship Service (8:15 AM & 9:30 AM & 11:00 AM)

Life Groups for all ages (Sunday mornings – 8:15 AM & 9:30 AM & 11:00 AM)

Adult Discipleship Life Courses (Wednesday PM)

Ladies Fitness Class

Preschool & Children's Ministry

NOAH Special Needs Ministry

Student Ministry

College & Singles Ministry

Ladies Bible Studies

Congregational Nurses Ministry

Men's Ministry

Weekday Education Program for children 12 months through Kindergarten

Weekly Wednesday Family Night Supper

Women's Ministry

Recreation Programs

Homeless Shelter Ministry

Support Our Soldiers Ministry (SOS)

Crossroads Job Seekers Networking Ministry

Celebrate Recovery

For questions or more information about Burnt Hickory Baptist Church, please call our church office at **770-590-0334** or visit our website at www.burnthickory.com.

BURNT HICKORY BAPTIST CHURCH WEEKDAY EDUCATION PROGRAM 2019-2020 SCHOOL CALENDAR

| | | |
|-------------------------|--------------------------------|---|
| August 7 | Wednesday | 1 st Day of School |
| September 2 | Monday | No School/Labor Day Holiday |
| September 23-27 | Monday-Friday (Inclusive) | No School /Cobb County |
| October 7-11 | Monday-Friday | Fall Pictures |
| November 5 | Tuesday | No School/Cobb County Student Holiday |
| November 20, 21 or 22 | Wednesday, Thursday or Friday | Thanksgiving Parties – 18-24's, 2's, 3's, 4's, E5's, KG |
| November 25-29 | Monday-Friday (Inclusive) | No School/Thanksgiving Holiday |
| December 11, 12 or 13 | Wednesday, Thursday or Friday | Christmas Parties – 18-24's, 2's, 3's, 4's, E5's, KG |
| December 16 | Monday | Christmas Program - 4's, E5's, KG - 7PM |
| December 19 - January 3 | Inclusive | Christmas and New Year's Day Holidays |
| January 20 | Monday | No School /MLK Holiday |
| January 27 | Monday | Community Open House 6:30-8:00 PM |
| January 27 | Monday | 100 th Day Celebration - E5's, KG |
| February 5 or 6 | Wednesday or Thursday | Donuts with Dad - 3's, 4's, E5's, KG |
| February 13 or 14 | Thursday or Friday | Valentine's Parties - 3's, 4's |
| February 17-21 | Monday-Friday (Inclusive) | No School /Cobb County |
| March 6 | Friday | No School/Teacher Training Day |
| March 16-20 | Monday-Friday | Spring Pictures |
| March 23-27 | Monday-Friday (Inclusive) | Conference Week - 3's, 4's, E5's |
| April 1, 2 or 3 | Wednesday, Thursday or Friday | Easter Parties –18-24's, 2's, 3's, 4's, E5's, KG |
| April 6-10 | Monday-Friday (Inclusive) | No School/Spring Break |
| May 6, 7, or 8 | Wednesday, Thursday, or Friday | Mother's Day Luncheons – 18/24 month, 2's, 3's, 4's, E5's, KG |
| May 12 | Tuesday | Play Days & Picnics - all T/Th 1's, 2's, 3's & T/W/Th 3's, M-Th 3's, & Older 3's classes AND Last day for these classes |
| May 13 | Wednesday | Play Days & Picnics - all M/W 2's & M/W/F 3's, all 4's, E5's & Kindergarten AND Last day for all classes |
| May 14 | Thursday | End of Year Program - 4's & E5's - 9:30 AM |
| May 14 | Thursday | KG Graduation - 7 PM |