



First Baptist  
Academy  
Orientation  
Packet  
2018-2019

*Proverbs 22:6*

*Train up a child in the way he should go; even when he is old he will not depart from it.*

## Open House

Welcome Back! The teachers and staff of FBA are looking forward to the new school year! We are excited to see familiar faces and meet the many new families joining us this year. We praise the Lord for blessing FBA with wonderful families like you! Thank you for entrusting us with your children and for giving us the opportunity to be a part of their early childhood education.

Mark your calendar for Thursday, August 16<sup>th</sup>. Open House will be from 6:00pm-7:30pm. You are free to come anytime between those hours to visit your child's classroom and meet the teachers. Please bring all required enrollment documentation with you.

## Important Dates/Info

### First Day of School – Monday, August 20th

Early Drop-Off Available 7:00-8:15  
Preschool Hours 8:30-11:45  
Extended Care Available 11:45-6:00

\*The main academy door will remain locked always. You must ring the bell for admittance.

\*There is no admittance into the preschool between 8:15-8:30. This allows our staff to safely dismiss & transition children from early drop off.

\* The front door will be opened briefly for preschool drop-off at 8:30 and at 11:45 for student pick up. If you arrive early, you are welcome to wait in the lobby area until the door is open.

## Required Enrollment Forms

Enclosed you will find the required forms every child must have on file to attend FBA. Please take the time to carefully read and complete. These forms must be turned in to the director on or before open house. **ALL ENROLLMENT FORMS MUST BE COMPLETE AND TURNED IN BEFORE CHILDREN CAN ATTEND.**

## Forms for Student Files:

**Emergency Info/Permission Form** - This is a very detailed form that needs to be completed front and back. Do not leave any information blank. Your signature must be witnessed by a notary. **Forms not notarized cannot be accepted.**

**Statement of Faith**- By signing the statement, you are acknowledging that you understand and accept that FBA believes and teaches the children about Jesus Christ and the Bible.

**Policy Agreement** - By signing this agreement, you are stating that you have received a copy of our parent handbook. You understand and will abide by our policies and procedures.

**Child Health/Immunization Records**- We must have a copy of your child's most recent well-child checkup and immunization record. These are required by the state of WV. Children cannot attend FBA without this up-to-date information on file.

### What to bring to Preschool

All children need to bring a backpack/bag to school every day. Please make sure the following items are enclosed and **labeled** with your child's first and last name:

- Diapers/Wipes (for the infants, toddlers and two's not potty trained)
- An extra set of seasonal clothing in case of accidents or spills. Please include socks and underwear.
- An extra pair of shoes in case of accidents or spills
- A jacket or sweater when the weather gets cooler.

\*When dressing your child, please keep in mind that the students can get dirty and messy during school. We love painting and we love the outdoors! Old clothing & shoes are usually the best dress!

### Peanut Free Facility!

FBA strictly follows our peanut free rule. We do not serve or purchase food items that contain nuts or that has been produced in a facility with or around nuts. Students are not permitted to bring any of these food items into the building. FBA will purchase and serve all snacks and lunches being served. Parents of aftercare students, please check labels and packages very carefully before sending any packed lunches from home. **Items containing nuts or that have been processed with nuts will be thrown away.**

### Monthly Tuition Payments

Preschool tuition is due by the 5<sup>th</sup> of every month. FBA's financial secretary, Melissa Vickers, oversees all billing and invoicing.

All families will receive a monthly invoice in your child's mailbox from Melissa as a courtesy reminder that your monthly tuition is due. It is your responsibility to make sure it is paid on time each month. Accounts not paid on time will be charged a \$25 late fee. Accounts past due over 30 days will result in children being withdrawn from the program.

Payments can be left in the payment drop box, which is in the academy hallway, or given directly to Melissa in her office. Parents also have the option of paying online via credit/debit card.

### Contact Information

Academy Director- Angie Hayslett 304-562-9281 Ext 260 or 304-562-0700  
Financial Secretary- Melissa Vickers 304-562-9281 Ext 226

Academy Email - [academy@fbcoh.com](mailto:academy@fbcoh.com)