

First Baptist Church of Hurricane

and

First Baptist Academy

Mission Statements

The mission of the First Baptist Church of Hurricane, WV is to bring people to Jesus Christ, develop them to Christ – like maturity, and equip them for ministry and their life mission – to the glory of God.

Love Christ

Learn Christ

Live Christ

We therefore commit our Academy:

To help each child grow in love and understanding of

Jesus Christ,

To provide a nurturing environment that will encourage each child to develop spiritually, intellectually, emotionally and socially, and to provide a solid foundation of skills on which the child can build.

Statement of Purpose

First Baptist Academy is an outreach of The First Baptist Church of Hurricane. The Academy offers a Christian preschool program, extended care in the afternoons, an early drop off in the mornings and a summer child care program.

State Licensed Capacity:
135 Children ages 2 years through 12 years of age

16 Children ages 6 weeks through 24 months

FBA Days & Hours of Operation

August through May

Monday-Friday

Early Drop-Off: 7:00 AM – 8:15 AM

FBA Preschool: 8:30 AM – 11:45 AM

FBA Aftercare : 11:45 AM – 6:00 PM

Summer in the Sun Child Care Days and Hours of Operation

June through August

Monday-Friday

Early Drop-Off 7:00 AM – 8:15 AM

Summer Care 7:00 AM – 6:00 PM

First Baptist Academy

Statement of Faith

First Baptist Academy, affirm our faith and salvation wholly in the Lord Jesus Christ. Believing and practicing the historic Biblical teachings of baptism, we acknowledge and avow the following:

1. The sovereignty of God as Creator and ruler of the universe.
2. The preeminence of Jesus Christ, who is fully God and fully man, as our divine Lord and Master.
3. The presence of the Holy Spirit in the world, and in the believer, leading men and women to Jesus Christ and into the truth.
4. The supreme authority of the Bible and its sufficiency as our only rule of faith and practice.
5. The right and responsibility of private interpretation and the competency of the individual soul in direct approach to God.
6. The separation of church and state. The church must not interfere in matters of the state and the state must not interfere in matters of the church.
7. A regenerate church membership.
8. The symbolic ordinance of believer's baptism by immersion in obedience to the command of Christ.
9. The complete independence of the local church and its interdependence in associate fellowship with other Baptist churches of like faith and order.
10. A world-wide program of missionary fervor and evangelism in obedience to the Great Commission.

First Baptist Academy

Goals & Objectives

Then Jesus called for the children and said to the disciples, "Let the little children come to me: do not stop them, for it is too such as these that the kingdom of God belongs. Truly, I tell you, whoever does not receive the kingdom of God as a little child shall never enter it."

Luke 18:16-17

In 1 John 4:8, we are told that "God is love" and we know that Christ himself deeply loved and appreciated children. Based on these simple truths, the foundational purpose of First Baptist Academy is:

1. To establish a firm belief and love for Jesus Christ, the Son of God (Psalm 51:10).
2. To guide them into a personal relationship with Jesus Christ (John 3:16).
3. To build Christian character within each child.
4. To provide a nurturing and loving environment (I Corinthians 13).
5. To provide a safe and secure environment.
6. To train for future Christian leadership (Romans 12:2).
7. To establish a firm belief in the Bible as the Word of God (II Timothy 3:16, 17).
8. To maintain high academic standards that are age and developmentally appropriate.
9. To academically prepare children to enter the next level of their future education.
10. To provide an environment that encourages healthy emotional development.
11. To provide social interaction based on a Biblical understanding that supports each child's personal development (I John 4:10, 11).
12. To see each child as an individual and help them to develop to their full potential.
13. To develop God given talents in the Arts to be an expression of the heart of God in the earth (I Corinthians 6:19).
14. To find a sufficiency in self, with Christ as the foundation, which will produce a well-adjusted life.

First Baptist Academy School Committee

Jeff Davenport, Pastor

Stacey Losh, Board of Christian Education Representative

Ed Nicholson, Board of Trustees Representative

Keith Drake, Board of Deacons Representative

Amy Chapman, At-Large Member

Nancy Carte, At-Large Member

Tina Rymer, At-Large Member

Melissa Cassell, Parent Representative

Angie Hayslett, Program Director

Melissa Vickers, Administrative Assistant

Admission/Enrollment:

Your child must be under two years of age on June 30th of the enrollment year to enter Infant/Toddler Care. Your child must be two years of age on or before June 30th of the enrollment year to enter Preschool. A non-refundable registration fee must be paid to secure a child's entrance to the school. Forms are available in the First Baptist Academy office. The following forms must be completed for enrollment:

- Registration Form
- Enrollment/Emergency Information Form (**ALL BLANKS MUST BE COMPLETED**)
- Current list of immunizations and copy of most recent well-child visit
- Statement of Faith
- Policy Statement
- Photo/Sunscreen permission form

Withdrawal Policy and Procedures:

- Parents **must submit** in writing an intent to withdraw student(s) which releases the parent from financial commitment made at the time of enrollment. Otherwise, billing will continue.
- We would appreciate thirty days written notice for withdrawals from any FBA program.
- Parents **must** see the Director for any information regarding balances due upon withdrawal.

Tuition and Fee Payments:

- All **preschool tuition fees are due by the fifth (5th) of each month.** Invoices for all programs of First Baptist Academy will be sent home with a specified due date. If payments are not received by this due date, your account will be charged a **\$25.00 late fee per invoice.**
- **No account will be allowed to go thirty days past due. After thirty days, students may not attend until all fees are paid.** We encourage you to pay in a timely fashion. Should you need a brief waiver from this policy, please call the Director for assistance.
- There will be **no refund** for your child's absences or due to school closure because of inclement weather. Your child may not make up missed days (Please see the Director for any exceptions).
- Your child is to be picked up at 11:45 AM from Preschool/half day of Summer Care and at 6:00 PM from Extended Care/full day of Summer Care.
- **Children who are not picked up from Preschool by 11:45 will be taken to Extended Care and a fee of \$25.00 per occurrence will be added to your monthly statement.** Please call the school office if you are going to be late.
- **A late fee of \$5.00 for every ten minutes a parent is late picking up their child from Extended Care will be added to the next monthly statement.**

Curriculum Development

Curriculum development is an on-going process of planning and providing learning experiences in a variety of content areas which are developmentally appropriate for children. While development of the curriculum is primarily the responsibility of the director and assistant director, individual classroom teachers are responsible for writing and implementing lesson plans for each classroom. The lesson plans are written by considering age appropriate skills. FBA has adopted the Creative Curriculum, which is also the program being used in Putnam County Schools. Research shows that when children use all their senses they improve their learning retention. Therefore, First Baptist Academy provides music, recreation, library, and computer access, in addition to Creative Curriculum. Teachers increase academic skills as children mature and are ready for this level of education. With increased occurrence of childhood obesity, we are placing emphasis on physical activity. Each child will receive approximately 30 minutes of PE time – structured and unstructured and supervised by our classroom teachers.

Policy and Procedures

Mandated Reporting of Suspected Child Abuse and/or Neglect

In accordance with the Child Protective Service Act, we are mandated to report suspicion of abuse and/or neglect to the appropriate authorities. This act is designed to protect the welfare and best interest of all children. If a staff member suspects abuse and/or neglect, they are required to make a report to Child Protective Services. As mandated reporters, staff cannot be held liable for reports made to Child Protective Services or appropriate authority including but not limited to law enforcement, fire or emergency service, or medical personnel.

Parent Teacher Communication

Good communication between teacher and parent is vital to the success and well-being of your child. FBA offers many opportunities for communication including:

- Casual brief conversations at arrival; conversations at dismissal
- Phone calls, e-mails, text messages
- Written communication by the teacher in the form of newsletters/notes
- Newsletters serve as a primary means of communication between the school and parents and are used to focus attention on items of importance or interest. Newsletters are sent by classroom teachers and by the Director.
- Private
- Parent-Teacher Conferences will be offered once a year.

Parents and legal guardians may have access to FBA on days that their child is in attendance.

Grievance Policy

FBA is committed to providing the best possible conditions for families and learning conditions for students. We encourage our parents to offer positive and constructive criticism.

It is the policy of FBA to encourage parents to frequently discuss complaints or problems on an informal basis with the child's teacher. If complaints or problems addressed in this manner are not satisfactorily resolved, then the procedures set forth below are designed to encourage prompt, fair, and cooperative handling of such complaints:

1. Parent presents the problem to the Director within five (5) working days, after the incident occurs.
2. Director responds to the problem within two (2) working days.
3. If unresolved, parents may present the problem to the FBA School Committee in writing.
4. FBA School Committee will review and consider the problem within five (5) working days from receipt of the written statement from parents. FBA School Committee will provide parents a written response.
5. FBA will consider waivers on an individual basis.

Discipline Policy:

The staff uses positive methods of discipline that encourage children to use self-control, redirection, and cooperation. It includes sensitivity, compassion, and caring on the teachers' part. It means setting limits and boundaries for security, safety, and group interaction.

We will help the children find constructive ways to resolve their conflicts. Teachers will treat the children with respect, using positive and supportive language, thereby helping each child develop self-control.

We will remove a child from a situation where he/she has lost self-control and is hurting another child. Biting, fighting, kicking, hitting, and throwing objects are not acceptable behaviors. At these times, we will remove your child from the group, explain, and reteach acceptable behaviors. Once a teacher and child have solved the problem, through verbal interaction, the child will re-enter the group. It is our intent to teach self-control and respect.

FBA prohibits corporal punishment in any form and by any person (parents, teachers, volunteers, etc.).

If there is a problem between children, we will encourage them to verbalize their feelings to each other. The teacher will encourage verbalization and will be there for help if needed.

Action Taken -

If behaviors cannot be resolved in the above manner, the following disciplinary procedures will take place after a child has received three (3) written discipline reports:

- Parents will be called in for a meeting with the teachers and the Director.
- Teachers, parents, and the director will develop a “Plan for Improvement” (POI) that all agree upon to help shape and change the child’s undesired behavior.
- If a POI is developed, but the child receives yet another discipline report, then the child will not be permitted to return to FBA for one week. This will give parents and the child time to work on the problem behaviors.
- The child will be permitted to return to school after one week. If another discipline report is written the child will be removed from FBA until the problem behaviors have been eliminated. There will be a meeting with parents, the Director, and the chair of the FBA Committee.

Non-Discrimination and Harassment Policy

Among our values is respect of self and others and keeping with the admonition, First Baptist of Hurricane will tolerate no form of abuse, harassment, or discrimination based on sex, age, race, national origin or disabilities.

Health and Safety of Your Children

At the time of enrollment an emergency form must be completed with an attached record of immunizations, list of allergies, and health assessment form. On the emergency form the parent is to indicate the name, address, and telephone number of the doctor who would be contacted in case of a medical emergency. A parent/guardian signed permission for emergency medical services is mandatory at the time of enrollment.

All medications should be given to the teacher with written permission and directions provided as specified in the Medication Administration Procedures section of this handbook. Medications such as an inhaler or epi-pen should be left with the FBA for the entire school year.

The safety of the students at FBA is our top priority. All teachers are required to be WV State certified in CPR and First Aid. If a serious accident occurs while in the care of FBA staff, parents will be notified immediately, and an accident report will be filled out by the staff on duty.

Emergency services may also be contacted based on the situation.

Minor injuries; such as bumps, bruises, scratches etc., will be reported to parents at pick up on an accident form. Staff members observe and react to each incident individually and use their skills to

determine if the injury is minor or severe. If the severity of the injury is in question, parents will be notified.

For safety all students are supervised by no less than two adults always. Other safety measures include: locked doors, working fire alarms, and church security system and plan. FBA has a Safety/Emergency Response Team (SERT) plan in place and is available for your review upon request.

FBA conducts the following safety drills:

- Fire safety drills twice monthly
- Shelter-in-place drill in fall and in spring
- Evacuate the premises drill in fall
- Intruder drill in fall
- Reverse fire drill (students outside and getting in quickly) in fall

Should the need arise that FBA must evacuate the premises of First Baptist Church, our alternate/evacuation site is Hurricane First Church of the Nazarene located just west of the intersection of Main Street and US Route 60 at 2325 US Route 60, Hurricane, WV. The phone number is (304)562-5930. A second evacuation site is West Teays Elementary located at 3676 Teays Valley Road, Hurricane, WV. The phone number is (304) 757-6711. As soon as children are safely away from FBC, teachers will begin notifying parents of our relocation. It is a requirement of DHHR that we have this plan in place.

FBA is a NUT FREE FOOD FACILITY. If you pack food for your child to eat for lunch, send in treats, or food for one of our holiday celebrations, please keep this in mind. We reserve the right to dispose of foods that are sent in by parents that do not comply with our policy.

Communications	
Describe how program staff will be trained on disaster plan procedures.	During Staff Orientation prior to the opening of the Fall session at FBA, staff will be instructed in procedures for all emergency situations as outlined in our SERT document.
Describe how parents will be notified of the emergency or relocation. Include plans for reunifying parents and children. (A copy of page 6 of this plan must be provided to parents annually)	FBA Parent Handbook describes emergency procedures. Parents will be notified by phone call from the child's teacher. Parents will be requested at that time to pick-up the child at the relocation site designated in the Parent Handbook and SERT document.
Describe how the program will coordinate with local emergency management officials.	911 will be called and the City of Hurricane Disaster Management Plan will be followed. A copy of the City of Hurricane's Disaster Management Plan is in the center's main office.
Describe disaster plan procedures to address the needs of individual children, including children with special needs, infants, etc.	After assisting with their assigned class, four staff members are assigned to return to the childcare room and assist with infants and toddlers.
Completion Date and Annual Review	
Date the Emergency Plan was completed	2004-2005
Date the emergency plan will be reviewed and updated	May 2018

Exclusion Due to Illness

If a child becomes ill or injured while in attendance, the teacher will call the parent/guardian and will comply with their instructions for the care of the sick or injured child until he/she can be picked up.

A child with any of the following signs and symptoms of illness shall be immediately isolated and be released to his/her parents or guardians ASAP. To protect our staff and other students from the spread of infection, children who have been sick at home or show symptoms/illnesses at FBA are not permitted to return the facility until they are symptom free for at least 24 hours. Ill and contagious children are not allowed to attend.

- Diarrhea or vomiting
- Severe coughing causing the child to become red or blue in the face or making a “whooping” sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Temperature of one hundred (100) degrees Fahrenheit when in combination with any other signs of illness.
- Stiff neck
- Evidence of lice, scabies, or other parasitic infections

Medication Administration Policy:

FBA will administer medications according to the DHHR Regulations. A copy of these regulations is available upon request.

A summary of these regulations is:

- FBA must have written permission in advance from the child’s parent/guardian & a written order from the child’s physician before medicine will be administered. **NO EXCEPTIONS.**
- FBA strongly encourages parents/guardians administer medications at home to the extent possible.
- Prescription medications must be labeled by the pharmacy with the child’s name and be accompanied by written instructions signed by the doctor prescribing the medication. **Prescription medications will be administered according to the pharmacy label at the times specified in writing by the physician.**
- Non-prescription medications, including fever and pain reducers, must be purchased by the parent, be sent in the original, sealed container labeled with the child’s name. **Written instructions from the child’s physician must accompany all medications.** No “as needed” medications may be given by FBA.
- First Baptist Academy will keep all medications out of reach of children. Said medications will always be secured in a locked cabinet in the school office.

Toilet Trained Policy

Toilet-trained preschool children (3s and 4s classrooms):

- no longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- can tell the teacher when they need to go to the bathroom
- can attend to their own hygiene. A teacher will assist when needed. This is an issue which protects all concerned.

In the event the child, ages 3 and older is found not to be fully toilet trained as indicated by three “accidents” (inability to reach the toilet on time, wetting or soiling undergarments, etc.), at the discretion of the teacher, the child will be asked to take a **2-week leave from the center to work towards readiness**. If upon returning the child is still not trained as indicated by one or more accident(s), the child will be asked to take a **month-long leave**. The month-long will be repeated until the child returns fully potty-trained. During the times of leave the parents will be billed as if the child were attending. This will continue to reserve that child’s space in the classroom. Parents have the option to decline this means of reservation, which would take the child off the enrollment and on to the waiting list. First Baptist Academy will not automatically remove a child from enrollment, so parents must notify the school if they choose to drop.

Teacher to Child Ratios per Classrooms

Infant to 12 months -	1:4
12 months to 24 months -	1:4
2 years to 3 years -	1:8
3 years to 4 years -	1:10* (FBA’s ratio is 1:8)
4 years to 5 years -	1:12* (FBA’s ratio is 1:9)

Daily Routine for Early Drop-Off

Arrival:

- Enter and exit the church building through the double glass doors located at the back of the church building.
- For the safety of all children, we close and lock our school area doors always. Please ring the buzzer to be admitted into the school area.
- An Early Drop-Off worker will greet and escort you to the Early Drop-Off room. Once your child has entered the designated, please complete the sign in sheet with information about lunch and Extended Care.
- It is not necessary to give FBA prior notice that your child will be attending. Bring your child between 7:00 AM and 8:15 AM as needed. You will be billed \$5.00 per day for this service.
- Children may bring their breakfast to eat during this time. Workers will assist them.
- Teachers or assistants will escort the children to the preschool classroom at 8:15 AM.

Daily Routines for Preschool

Arrival:

- Enter and exit the church through the double glass doors located at the back of the church building.
- The main door for the school will be open at 8:30 AM
- Take your child to his/her designated classroom. Once your child has entered, please complete the sign in sheet with all information requested. This includes Extended Care attendance and hot or cold lunch.
- Brief good-byes are encouraged. Reassure your child you will return on time and leave quickly. This should lessen separation anxiety. If your child's teacher feels he/she needs your attention due to an emergency, please be assured you will be contacted.
- Teachers welcome informal conferences about the children at drop off and pick up times. However, please keep drop off conversations to a minimum as teachers are responsible for the supervision of other children.
- To participate in all the day's activities, please have your child at FBA on time.

Dismissal:

- Enter and exit the school through the double glass doors located at the back of the church building.
- The school doors will open at 11:45 AM.
- Proceed to your child's classroom, sign your child out on the sign in/sign out sheet. Check for notices and/or child's work to be taken home each day.

- Children must be picked up at 11:45 AM. Children who are not picked up at 11:45 will be taken to Extended Care and assessed the daily fee of \$25.00. Knowing emergencies arise, please call the school at (304)562-0700 EXT 260 if you know you will be late.
- Parents may designate up to three other individuals to pick up their child from school. Each must be listed on the child's enrollment form.
- Individuals picking up the child, other than the parent, must have a photo ID available for review.
- The child will not be released to anyone other than the parents or the three individuals designated on the FBA enrollment form unless **written permission** is given by the parent to the teacher prior to pick up.
- **After being informed of the FBA's policy, if a person attempts to remove a child from the teacher's care without written permission by the parent, the Director will be contacted immediately, and appropriate emergency action will be taken.**

Daily Routines for Extended Care

Arrival:

- The parent indicates attendance at Extended Care on the morning FBA sign in/out sheet.
- The child's teacher will accompany the children to lunch.
- Extended Care workers will serve and/or assist the children with lunch preparation, prayer, and eating. **Lunches served by FBA will be peanut/nut free and we ask that lunches you send abide by these rules.** Any item sent with nuts or made in a plant where nuts are present will be sent home and the child will be offered an alternate lunch item.
- After lunch, children will participate in indoor or outdoor play, informal activities such as crafts or games, and naptime. Please send a plastic tote with appropriate bedding for your child.

Dismissal:

- Enter the church through the double glass doors and ring the bell to summon an Extended Care worker to pick up your child. Should the children be playing at an alternate site (upper playground, lower playground, Family Life Center, or Fellowship Hall) signs will be posted on the doors outside the school noting where the children are being supervised.
- Children must be picked up by 6:00 PM.
- **A late fee of \$5.00 for every 10 minutes late will be added to the next month's billing statement.**
- Parents may designate up to 3 other individuals to pick up their child from school. Each person with permission to pick up the child must be listed on the child's enrollment form.

- To pick up a child, individuals other than parents must have a valid photo ID available for review.
- The child will not be released to anyone other than the parents or one of the three designated persons, unless **written** permission is given by the parent prior to pick up time.
- **After being informed of the FBA's policy, if a person attempts to remove a child from the Extended Care worker without written permission by the parent, the Director will be contact immediately and appropriate action taken.**

Inclement Weather Policy:

- **Putnam County Schools Cancelled:** First Baptist Academy Preschool Classes will be cancelled for the day. However, First Baptist Academy will remain open from 7:00 AM – 6:00 PM for childcare services only.
- **Putnam County Two Hour Delay –** Preschool Classes will also be delayed. Preschool classes will be held from 10:30-11:45. FBA will open at 7:00 am for early drop off services.
- **Putnam County Schools' early dismissal:** FBA preschool will remain open until 11:45 AM. However, we encourage you to pick your child up as soon as possible if the weather is severe. FBA's Extended Care Program will remain open until 6:00 PM each day. However, we encourage you to pick up your child as soon as possible if the weather is severe.

Daily Clothing and Outdoor Attire Policy:

Children attending FBA will have the opportunity to play outdoors, weather permitting. Students should be dressed to play outdoors on all days that the temperature is expected to be 50 degrees and above. We encourage you to send your child in tennis shoes for safety reasons.

Holiday Celebrations

Each school year we will celebrate Halloween, Christmas, and Valentine's Day. These celebration days can be found scheduled on your school calendar. **If a celebration is planned for a day that your child does not normally attend, they may come to school with a parent/guardian at 11:00am on that day.**

