

FAITH BAPTIST CHURCH

FAITH BAPTIST ACADEMY



PARENT HANDBOOK

**PO BOX 1475, 301 BILL FOSTER MEMORIAL HWY
CABOT, AR 72023**

**501-843-1055 FBA Office, Open Monday-Friday, 6:00 AM-6:00 PM
501-843-5291 Church Office, Open Monday-Thursday, 8:00AM -3:00 PM**

www.fba.faithcabot.org

Faith Baptist Academy (FBA)

Faith Baptist Academy is a ministry of Faith Baptist Church. FBA is licensed with the state of Arkansas and meets or exceeds the standards set by the Division of Childcare and Early Childhood Education. We welcome your family and invite you to worship and take part in other ministries of Faith Baptist Church.

Hours of Operation: 6:00 a.m. to 6:00 p.m.

FBA Director: Susan Prior

FBA Assistant Director: Raven Ayala

Faith Baptist Church

Senior Pastor: Richard Hamlin

Associate Pastor of Music and Senior Adult Ministry: Bill Simmons

Children's Sunday School Director: Wade Eanes

Nursery Coordinator: Susan Prior

Children's Chapel Coordinator: Natasha Moreau

Worship Opportunities

Sundays:

8:30 a.m. Worship Service

9:45 a.m. Sunday School

10:45 a.m. Worship Service

5:00 p.m. Worship Service

Wednesday Evenings:

6:30-8:00 AWANA/ Children's classes

6:30-8:00 Teens of Faith

6:30-8:00 Adult Classes

6:30-8:00 College & Career Class

Ministries of Faith Baptist Church

Keep The Faith: KTF Foundation for Kids

Nursery Volunteers

Teens of Faith

Women of Faith

Women of Faith

Music: Choir, Hand bells, Praise Band

Puppets

Awana -Wednesday evenings

Faith Support Ministry-for Cancer Patients

Preschool Chapel on Sundays

Children's Church on Sundays K-6th

Kids of Faith

Men's Ministry

Senior Adult Ministry (SAM)

Vacation Bible School

Community Outreach

Faith Baptist Academy Mission Statement

The purpose of Faith Baptist Academy (FBA) is to provide a place of learning excellence, offering both spiritual and academic development to the children entrusted to our care. FBA is a part of Faith Baptist Church (FBC) and it's ministry to children and their families, and will strive to provide a loving and caring environment, based on Christian values where children can grow emotionally, socially, physically, spiritually and intellectually, each to his/her own potential to the glory of God.

LICENSING

Faith Academy is licensed by the Arkansas Department of Health and Human Services (DHHS). The center is routinely inspected by Arkansas DHHS and the Cabot Fire Department. In the event of a complaint concerning the welfare of a child; per state law, all children are subject to interview by the Child Care Licensing Unit, Special Investigation Unit and/or the Division of Children and Family Services.

FAITH BAPTIST ACADEMY STAFF

Teachers and staff members of FBA have had previous child care and early childhood education experience with varying levels of education. Many have Early Childhood Education degrees or a Child Development Associate (CDA) certification. All staff members meet licensing requirements of ADHHS. Inservice training and continuing education opportunities, including CPR trainings are provided for all FBA staff members.

FAITH BAPTIST ACADEMY SCHOOL BOARD

The function of the FBA School Board is to act as an advisory capacity along with the FBA Director in management, planning and coordinating the work of the FBA ministry. The board will hire staff in consultation with the Director, determine school policies, evaluate school adherence to licensing requirements, and discuss all concerns relating to the FBA. Members of the board include FBA Director, FBC Children's Sunday School Director, FBC Personnel Committee Chair, FBC Finance Committee Chair, FBC Maintenance Committee Chair, and four members of FBC elected by the congregation. Church committees may appoint a representative to serve on the board in place of the committee's chairman. The chairperson of FBA Board will be responsible for reporting to the Faith Baptist Church.

CURRICULUM STANDARDS INFANTS, TODDLERS & EARLY PRESCHOOL

FBA begins to build the foundation for early Christian learning with even our youngest children. Children begin to develop early spiritual awareness in an environment with gentle, loving care. This standard of care is provided through continuity of teachers and caregivers and encouraging, positive communication with parents. Bible stories, songs and prayer are a vital part of each day.

This is an age of exciting exploration. A safe, yet engaging environment is provided where these little ones can explore and learn about themselves, as well as the world around them. These children learn best through positive play opportunities. Teachers provide for this environment by gently modeling expectations and daily routines. Age-appropriate opportunities will include activities that promote the world of colors, texture exploration, books and reading, sights and sounds, interactive games to develop cognitive and language skills, positive play to develop social skills, singing and rhyming and healthy physical activities.

A focus is also placed on developing a positive self-concept for each child. We promote group activities that nurture sharing and turn-taking, skills that only begin to develop at this young age. FBC's goal is to meet the developmental and spiritual needs of each young child.

CURRICULUM STANDARDS PRESCHOOL & PRE-KINDERGARTEN

FBA is committed to helping our children grow in faith. We strive to nurture their belief and understanding of God through the daily opportunities that are provided. As children learn from the established curriculum, we emphasize the Biblical principles of Jesus, prayer, the Holy Bible and mission. Bible stories, daily application of Bible verses, devotionals, praise and worship are an integral part of each child's growth and learning.

Our commitment is Kindergarten readiness. Each developmental area is fostered, including: cognitive skills, language skills, fine-motor skills, gross-motor skills and social-emotional growth.

Our curriculum includes an approach to teaching literacy that is fun, a hands-on way of learning for children. Pre-K ELLA, Early Literacy Learning in Arkansas is a literacy program that focuses on letter recognition, phonics, vocabulary, writing and introduction to reading.

Handwriting Without Tears is a curriculum that utilizes a developmentally-based method that strengthens fine-motor skills, eye-hand coordination, correct pencil/crayon grip and many other necessary pre-handwriting skills. This approach includes multi-sensory, hands-on activities, not just paper and pencil. Children are simultaneously learning counting, shape recognition, correct letter and number formation.

These methods of instruction incorporate fun themes or units of study that are coordinated by teachers and administrators throughout the year. These themes add in fun ways to learn about how wonderfully made is God's world and how He uniquely made each of us.

Children are learning about classroom expectations for behavior, as well. This is done in a gentle, loving manner. Children are given an appropriate time to establish a routine. Engaged learning that involves the children is very successful and is an exciting way to learn. Positive communication and an ongoing exchange of information between parents and caregivers are vital to each child's success.

ADMISSION POLICIES

ELIGIBILITY

Enrollment is the center is offered without regard to race, sex, creed, religion or national origin. Our program is available to individuals with disabilities as long as this can be provided without fundamentally altering the nature of the program or causing an undue financial or administrative burden.

IMMUNIZATION REQUIREMENTS

The Arkansas Department of Health and Human Services requires that all children enrolled in FBC maintain an up-to-date immunization record. A copy of this immunization record must be kept on file at FBC. Special waivers from ADHHS must be submitted, if a child's immunization records are not current. Please, provide a new copy of the immunization record after your child receives any additional immunizations.

AGE REQUIREMENTS

1. Each child will be placed in a group depending on age as of August 1st of each school year.
2. Infants must be six weeks old in order to attend.
3. If a Pre-K child is Kindergarten eligible, a copy of the Kindergarten waiver form that has been filed with the child's school district is required to be on file at FBA.

OPENINGS

Registration is held annually in the spring for summer and fall enrollment. The Director will notify parents of registration opportunities. Registration fees must be paid in order to secure a position for an upcoming term. Registration fees are non-refundable. Children already enrolled in FBA will have the first opportunities for registration for upcoming summer or fall terms. Registration will then be opened to those on the waiting list. Members of Faith and siblings of currently enrolled FBA students will be given preference on the waiting list. When contacted about an opening, two days are given to respond before the next one on the waiting list is contacted. If an available opening is accepted, it can be held for two weeks without payment. For periods longer than two weeks, the weekly fee must be paid in order to hold the position.

REQUIREMENTS FOR REGISTRATION

1. Payment of non-refundable registration fee
2. Completed and signed registration form and agreement forms contained within
3. Current Immunization Record
4. Copy of an official birth certificate
5. Annually, each parent must sign a FBA Handbook Policy Form.

Informing in writing FBA of any changes in address, phone numbers, emergency contacts, allergies, medical information or authorized pick-ups are the continuing responsibility of the parents.

REGISTRATION FEE

Registration fees are due upon enrollment and then annually in August for each child enrolled. Children enrolled after December 31st will pay half the registration fee upon enrollment. Regular registration fees will be due the following fall term.

PAYMENTS, STATEMENTS & FEES

Fees are due the first day your child is scheduled to attend each week (Monday or Tuesday only). A \$5.00 late fee is added to the accounts that have not been paid by Wednesday. This fee will be added each week until accounts are current. Make checks payable to FAITH BAPTIST ACADEMY (FBA), and give to the FBA staff person in the office. We cannot accept post-dated checks. Cash payments must be made in the office for receipt.

The FBA budget is based on the regular weekly tuition of each child enrolled. Weekly fees remain the same regardless of absences, holidays or school closings due to inclement weather. These weekly fees are revenue to pay monthly expenses, including payroll. We regret that we cannot offer vacation weeks. Weekly fees are due when your child is out of the center on vacation.

Monthly statements are available. Printed statements can be picked up in the FBA office or, by providing your email address, statements may be emailed. Please, look over your statements carefully for any balance due. An end-of-the-year statement will be provided for tax purposes.

OTHER FEES

Change of Schedule: Parents may request to change a child's weekly attendance schedule. Adequate notice is required. The Director will consider availability of desired days in order to fulfill requests. Changes are considered long-term and cannot change from week to week. A Change of Schedule form is available in the office. Change of Schedule Fee is \$5.00

Drop-in Fees: When registering your child part-time, you have secured certain days of each week. In order to maintain the desired ratio, we cannot offer to exchange days during the week due absences or holiday closings. Parents may call the FBA office to inquire about a possible, additional drop-in for a day. A drop-in fee is due the same day of the available drop-in. Only children registered are eligible to drop-in. A Drop-in Form is available in the office. See the rate sheet for daily drop-in fees.

Late Pick-up Fee: A secure, computerized system is used by parents to check their children in and out. Late fees are based on the time recorded at check-out. A late fee of \$5.00 is recorded for every 5 minutes your child is late being picked up. If you are running behind, please call the FBA office to reassure staff and your child that you are on your way. After 6:00 p.m., if we have not heard from a parent, FBA staff will attempt to contact parents or emergency contacts listed on the registration form. If a parent or authorized pick-up is not reached by 6:30, FBC will need to call local authorities.

Electronic Payment Convenience Fee: FBA is required to pay the credit card companies a portion of each electronic transaction. We now include a convenience fee of 1.5% to the amount paid with by debit or credit card. This help keep our expenses down. If you prefer not to write a check for your tuition, you may set up automatic payments on your online banking to have payments sent to us.

Returned Check Fees: There will be a \$25.00 fee on any returned check. This fee, plus the amount of the check, will need to be paid by cash or money order. If more than one check has been returned to FBA, your account will be required to be paid by cash only.

DELINQUENT PAYMENTS

If your account has delinquent fees for 2 consecutive weeks, and the FBA Director or Assistant Director has not been contacted and arrangements made with a written contact, your child will be dropped from enrollment and his/her place offered to someone on the waiting list.

MULTIPLE CHILD DISCOUNTS

A discount of \$5.00 weekly will be given to a family with two children enrolled full-time. For a family with three children enrolled full-time, the first two children will be at regular fee, but a discount of 40% of the regular fee will be given to the third child. Discount will be given to the child with the lowest tuition rate.

WITHDRAWAL

A written two week notice is required for your child's withdrawal from FBA. Forms are available in the office for this notification. This allows us to fill positions and continue the income necessary to fund the ministry.

EXTENDED ABSENCES

Allowances or adjustments to payments may be made in cases of extended absences in which the child must be absent due to his or her hospitalization. A 50% payment of your child's weekly fees will hold their spot for a maximum of two weeks, providing a physician's statement. In extreme cases, appeal can be made in writing to the FBC School Board.

FEE SCHEDULE

*Rates are based on ages at the beginning of FBA School Year. Rates do not change when a child has birthday.

Annual Registration Fee: \$65.00 for all age groups

Weekly Fees

	<u>T / TH</u>	<u>M / W / F</u>	<u>FULL-TIME</u>	<u>DROP-IN**</u>
<u>Infants</u>	\$70	\$ 90	\$130	\$40/day
<u>Toddlers</u>	\$70	\$90	\$130	\$40/day
<u>2-year-olds</u>	\$70	\$90	\$125	\$40/day
<u>3, 4 & 5-year-olds</u>	\$70	\$90	\$120	\$40/day
<u>School Age K-6</u>				
Summer Program	\$50	\$70	\$105	\$33/day
Summer Activity Fee	\$40	\$55	\$75	
School Year Rate	NA	NA	\$75	\$15 am or pm

**Drop-in available for registered children only & based on space availability. Drop-in fee is due the day of drop-in.

OTHER FEES

Late Payment Fee: \$5.00 late fee is added to the accounts that have not been paid by Wednesday each week.

Change of Schedule: \$5.00

Late Pick-up Fee: \$5.00 is recorded for every 5 minutes your child is late being picked up

Returned Check Fees: \$25.00

Multiple Child Discount: A discount of \$5.00 weekly will be given to a family with two children enrolled full-time. For a family with three children enrolled full-time, the first two children will be at regular fee, but a discount of 40% off the regular fee will be given to the third child. Discount will be given to the child with the lowest tuition rate.

Rates effective August 15, 2015

SCHEDULES AND PROCEDURES

The FBA School year begins in mid-August and ends approximately at the end of May. Dates vary slightly from year to year. Typically children will not promote to a new classroom until the new fall term. Each child's specific needs are considered. Classes may be regrouped as necessary to accommodate the needs of the children and appropriate teacher to child ratios.

HOLIDAY CLOSINGS

The following holidays will be observed: Labor Day, Thanksgiving (Thursday & Friday), Christmas Eve, Christmas, New Year's Day, Memorial Day and July 4th. Depending on which day a holiday falls, FBA may be closed 2 days. Advanced notice will always be posted. If a holiday falls on a Saturday, we will be closed on Friday. If a holiday falls on a Sunday, we will close on a Monday.

INCLEMENT WEATHER POLICY

If there is hazardous weather during the day, FBA will make every attempt to stay open. If the Cabot Public Schools close for inclement weather, then FBA will close also. Our weather closing status will be listed on KARK's, www.arkansasmatters.com news website and on our Faith Baptist Academy-Cabot Facebook page.

If bad weather is forecasted for the day, each parent will be asked to write a contact number down as you check your child in for the day. This will help us to contact parents quicker in the case of an early closing due to the weather. If hazardous weather does occur during the day, we would appreciate you picking your child up as soon as your able so that our staff may travel home safely also.

REST TIME

Each child who is in attendance 5 or more hours per day is required to have a rest time of at least one hour. Children who fall asleep may sleep longer than one hour. Personal blankets should be taken home weekly to be washed and returned. Our storage space is limited. Rest time blankets must fit & zip-up in the child's backpack. No full-sized blankets or pillows, please.

Rest time for preschoolers begins at approximately 12:30. Rest times can vary, as we will accommodate the needs of the child and our daily schedule.

Infants (12 months of age and below) must be placed on their backs to sleep. If a child rolls over, we are not required to reposition the child. This is in accordance with the American Academy of Pediatrics and AR DHS guidelines. A statement from the child's physician would allow for us to place infants in a different sleep position.

ARRIVAL AND DEPARTURE

Each class has enjoyable learning activities throughout the day. In order for your child to gain the maximum benefit from the program and adjust to daily schedule, we encourage parents to bring children in by at 8:30. A large portion of the curriculum will be taught beginning at this time.

When children arrive at the center, the child must be signed in by an adult (DHS policy) and presented to the appropriate FBA staff member. Parents may visit or pick up their child at any time during the day.

A child will only be released to a parent, legal guardian or a listed designee. Additional written permission from the parent or legal guardian or statement of the listed security password will be required if a previously approved adult is not available to check out the child. Verbal messages from children are not acceptable. Photo identification will be required to be presented to FBA staff before checking a child out. An adult must sign the child out (DHS policy).

CONFERENCES

Each teacher must supervise their classroom at all times. Please make arrangements with the Director if you would like to have a conference with your child's teacher.

HOLIDAYS & BIRTHDAY PARTIES

1. Children enjoy sharing their birthday with classmates. If you would like, you may provide special birthday treats for your child's class. Please, give the classroom teacher advanced notice. To avoid hurt feelings, invitations to private parties should be given to every child in the classroom.
2. We have class parties on holidays and some other special occasions. There will be sign-up sheets by each room to indicate how parents may want to help with treats, favors, etc. No foods that contain nuts or traces of nuts.
3. If your child is not registered on a day a holiday party is scheduled, your child may attend the party. You will need to accompany your child to the party and stay with them, as class ratios may not allow you to leave. It could be possible for your child to drop-in this day, a drop-in fee would apply. Please, check with the Director for drop-in availability.
4. As you consider treats and favors for your child's class, please keep in mind the items should be age appropriate and faith-based appropriate. Check for items that could be a choking hazard for children under three years of age. No latex balloons, please. No toy weapons or scary items, please. Ask the classroom teacher about food allergies in the class. Refreshments must be store bought, no home-made foods or drinks, please.

FIELD TRIPS

1. Only school-aged children will go on field trips. A signed permission form is required for each outing to ensure parent's knowledge of the trip and accurate emergency contact numbers.
2. If your child is not regularly scheduled to be at school on a field trip day, he/she may possibly be able to drop-in. Check with the FBA office on drop-in availability. Drop-in fees are due the same day. The teacher to child ratio must be maintained at all times.
3. If your child is unable to participate in an activity or field trip for any reason, depending on the teacher to child ratio, it may be possible for our child to temporarily join another class. If this

is not possible, due to state guideline, you will need to make other plans for your child's care during that time.

NUTRITION

1. A nutritious breakfast is served each morning between 7:00 and 7:30 a.m.
2. Morning and afternoon snacks are provided.
3. A lunch is provided that meets the nutritional guidelines of the Arkansas Special Nutrition Program.
4. If your child has a food allergy, you will need to provide a doctor's statement.
5. Finish breakfast in the car, before entering. Wash hand & clothing of any food residue. We have children with severe food allergies. Traces of peanut butter or any nuts under fingernails & on clothing can be VERY dangerous to some children.

SUPPLIES

INFANTS

1. Parents will provide infant's formula, baby cereal and food until your child is ready to eat table food.
2. Children need to have a bag that closes securely and contains disposable diapers, wipes, diaper cream, plastic bottles and adequate changes of clothes, including socks. LABEL ALL ITEMS. FBA will provide bibs and sippy cups.
3. Infants may bring special blankets for rest time. Please, assure that these items are washed at least weekly, more often if needed. No other toys or personal items are necessary. We have very strict procedures for assuring toys and items that are mouthed or soiled are properly sanitized.
4. All items need to fit inside the child's bag & be able to close securely.

TODDLERS, PRESCHOOL/PRE-KINDERGARTEN

1. Children need to bring a labeled bag that can be securely closed. It should include a change of seasonal clothes, including underwear and socks. LABEL ALL ITEMS.
2. Each child will need to bring two blankets for rest time, a top cover & a bottom cover. Small, soft toys for rest time can be brought. Please, explain to your child that it needs to stay in the bag until rest time.
3. No other toys or personal items (video games, etc.) are necessary. Please explain to your child that when personal toys are brought and not shared, it can cause undue distress for your child, the teacher and the other children. Toys brought and even left in the child's bag are proven to

be too difficult for the child to let remain there. Children can learn this very well and accept it when it is the consistently expressed expectation.

TOILET TRAINING

When your child is ready, the teacher will work with parents to help achieve successful potty training. Each child is unique and will have unique expectations.

Consider & encourage these behaviors in your child when trying to determine if it is time to begin.

1. Uses verbal & non-verbal communication, able to communicate with caregivers about toileting.
2. Can make good attempts at pulling pants up and down.
3. Is indicating a wet or soiled diaper.
4. Is keeping a diaper dry for longer periods of time.

Consistency between home and school schedules is very important. Inform the teacher about the frequency of bathroom visits and any other issue that would help achieve the goal. You will need to supply training pants/pull-ups, several complete changes of clothes, including socks and an extra pair of shoes.

It is our experience that children respond quicker if you use regular training pants. Pull-ups do not allow the child to completely understand the uncomfortable “natural consequence” of being wet or soiled. It is much like wearing a diaper. Wearing the underwear presents the uncomfortable “natural consequence” and potty training can be more expedient. Consistency is the key. Make sure they are truly ready for the underwear. It is confusing to a young child when they go back and forth between underwear and a diaper/pull-up. A pull-up for rest time is an exception. When explained, children can understand the need for a pull-up while sleeping.

Soiled clothing, shoes, etc. will be placed in a plastic bag. Arkansas DHHS policy will not allow us to rinse clothing.

MEDICATION

1. Medication may only be administered with a completed and signed “Medication Permission Form” which is located at the check-in table. Parents, legal guardians or physicians must give this written permission to administer the medication.
2. Prescription medications will only be administered if it is in the original container and has the child’s name on the container. Dosage instructions must be adhered to. Expired prescriptions will not be administered.
3. Sunscreens, topical creams and ointments are considered medication and require this written permission.

4. If a child has asthma, severe allergies or any diagnosed medical condition that requires medication to be on FBA premises for quick administration, it is the parent's responsibility to assure a current, serviceable prescription is available to the child.
5. Medications cannot be kept in a child's bag during the day. If medications need to be brought between home and school daily, the classroom teacher will take the medication out of the bag and store it in a secure container up, out of reach of children. Parents will need to request the medication when coming to check the child out for the day.

SICK CHILD POLICY

1. Many contagious illnesses begin like the common cold. Parents should keep their child at home if he/she shows signs of cold or illness. This is for the protection of your child as well as the protection of other children and teachers.
2. Keep your child at home if he/she is sick, has fever, severe cold with runny nose and/or cough, irritated eyes with drainage, nausea, vomiting, diarrhea, sore throat, swollen glands, suspicious rash, listlessness with drowsiness, consistently complains of headaches or head lice.
3. If a child displays any of the symptoms, parents will be called to come and pick up their child immediately.
4. Children should be symptom free for a full 24-hour period before returning to school. This includes being fever free a full 24-hours without having had fever reducing medication.
5. If your child has a communicable disease such as chicken pox, pink eye, influenza, head lice, ring worm, any diagnosed virus, etc., please notify the office. Notes can then be posted so that other parents and the teachers can be aware and watchful for symptoms in the other children.
6. Check with your child's doctor to know when your child is able to return to school. Written verification of treatment and an acceptable return date should be provided from the doctor.
7. First aid is administered to all minor injuries. In case of a more serious injury, parents are notified and immediate steps are taken to obtain medical attention. It is the parent's responsibility to maintain accurate emergency contact numbers and inform FBA of any change in phone numbers.

OUTDOOR PLAY

All children are expected to go outside with their group unless a doctor's note requests otherwise. Teacher to child ratio must also be considered for all children. Outdoor time, when weather permits is an Arkansas DHS requirement. In the case of extreme hot or cold weather, outdoor play may be shortened or the daily scheduled altered to allow for it. Children should be dressed appropriately for outdoor play each season. You may apply sunscreen to your child before arriving to school, if needed.

EMERGENCY PREPAREDNESS

Fire and tornado drills are conducted monthly. Responses to additional emergencies will also be practiced. In the event we needed to evacuate the premises, parents would be contacted at first availability. Moving the children to a new, safe location would be the priority. A relocation building would be chosen & determined based on the need for evacuation (fire, gas leak, railroad or highway chemical spill or other incidents). We must evacuate as required by federal, state and local authorities. Always update us on any change to your contact information. We must be able to reach you in the event of an emergency. Posting of an evacuation will be posted at first availability on our Faith Baptist Academy- Cabot Facebook Page. Our priority is always the safety of your children and our personnel.

Following are locations that FBA children may transported to, depending on the reason for evacuation:

Mt. Carmel Baptist Church Childcare, 163 Mt Carmel Rd, Cabot, AR 72023, (501) 843-7901

Stagecoach Elementary, 850 S Stagecoach Rd, Cabot, AR 72023, (501) 743-3574

Renew Cabot Church (REAL) Renewed Energy Academy of Learning Childcare Center, 1122 S. 2nd St, Cabot, AR 72023 , (501) 286-7980

PHOTOGRAPHS

Faith Baptist Church & FBA maintains an internet web-site and social networking website and publishes ministry publications from time to time. Signing the release of information on the registration forms gives Faith Baptist Church & FBA the right to photograph your child and use the photo and or other digital reproduction of him/her or other reproduction of his/her physical likeness for publication processes, whether electronic, print, digital or electronic publishing via the Internet. Your child's name will not be included with the photo.

CHILD ABUSE & NEGLECT

As childcare providers, all employees of FBA are mandated reporters, as required by law, and must report any suspected child abuse or neglect to the Child Maltreatment Hotline.

Children Aged Two and Under:

Information published by the Arkansas Department of Health on prevention of Shaken Baby Syndrome in accordance with Carter's Law, Act 1208 of 2013 is required to be provided to parents of children aged two and under. Read the information and educate others also so that this preventable abuse ends. We are here to support you with each stage of parenthood. Follow this link for more information: <http://www.healthy.arkansas.gov/programsServices/familyHealth/ChildAndAdolescentHealth/Documents/ShakenBabyBrochureEnglish.pdf>

BEHAVIOR MANAGEMENT

Behavior management will be positive, with teachers using calm and controlled voices. Inappropriate behavior is viewed as an opportunity to teach a child. Children will be directed toward acceptable behavior through verbal interaction. Appropriate and desired behaviors will be reinforced. Self-control and the concept of patience will be taught and encouraged.

Inappropriate behavior includes:

1. Actions that disrupt the group or interfere with classroom activities.
2. Actions that could cause physical or emotional harm to the child, other children or staff.
3. Non-conformity to classroom or playground rules.
4. Actions that show disrespect to adults or classmates.
5. Inappropriate language.

Positive reinforcement and redirection will be used primarily. For ongoing misbehavior, a child that is at least two-year-old may be removed from an activity or given “time out” away from the group, but facing the group. A maximum limit for time-out will be based on a child’s age (Example; 2 minutes for a two-year-old; 3 minutes for a three-year-old; etc.) If inappropriate behavior is repeated, time-out may be carried out in another room or in the FBA office. Time-out is not used as a punishment, rather an opportunity to learn and discuss with the teacher what more appropriate behavior choices the child has.

Inappropriate behavior will be discussed with the parents and will be documented on an incident report for the parent’s signature. The original report is kept in the FBA office. We depend on parents’ input and cooperation to help create a positive and consistent behavior plan. A conference with parents, teacher and director will be held to discuss prevention techniques and develop a written plan. If a child continues to have concerning behaviors, in violation of the written plan, the child will be suspended or expelled from the program. A child that has been expelled will have an individual review by the FBA School Board to determine a possible return date.

BITING POLICY

Our program recognizes that biting is, unfortunately not unexpected when toddlers are in group care. We are always upset when children are bitten and are having biting behaviors. We also recognize how upsetting it is for parents and children. While we feel biting is never the right thing to do, we know that they bite for a variety of reasons. Many of these reasons are not related to behavior problems in a child. So we do not just focus on consequences for biting, but on effective prevention techniques that address the specific reason for the biting. When biting occurs, we have three main responses:

1. Care for the child who was bitten by cleaning the area with soap and water and applying ice.
2. Help the child who bit to learn more appropriate behavior.
3. Work with the child who bit and examine our response to stop the biting.

Parents are informed personally and privately the same day. An incident form will be completed by the FBA teacher and administrator. Parents will sign the incident form and can be given a copy. The original form must stay in the FBA office. The names of the children involved are kept confidential. This is to avoid labeling a child unfairly. We will use our time and energy to stop the biting.

Our teachers express strong disapproval of biting. They work to keep children safe and teach children alternative choices to biting. When there are ongoing episodes of biting, we develop a plan of specific strategies and timelines to address it. A conference will be held with parents, teachers and

administrators. Parents will receive a copy of the plan that may include strategies to practice at school as well at home. We will not use any response that harms a child. Parents and staff must work together to improve behaviors and extinguish the biting behavior of a child. Possible suspension or expulsion may be written into the plan if deemed necessary by FBA administrators.

After a child reaches the age of three, biting behavior should become even more infrequent. A child that is three-years-old or older and bites another child or FBA staff member twice in a 30 day period will be suspended from the center for one day. A conference with the parent(s), teacher and administrator will be held to discuss prevention techniques and develop a written plan of intervention. If the child violates the written plan, a second suspension for up to one week will be necessary. Again, a conference will be held to discuss intervention and prevention. If he or she bites twice within the 30 day period following the one week suspension, the child will be expelled for an extended period of time. A child that has been expelled will have an individual review by the FBA School Board to determine a possible and available return date. During suspension the weekly fee would still need to be paid to hold the child's classroom position. If a child is expelled, weekly fees would not be paid and the child's position in the classroom may be filled.

GENERAL GUILLELINES FOR BEHAVIOR

The following are basic rules that all children should follow. If your child is old enough, please review and discuss these expectations with him/her.

Inside the Church

1. Treat others with love, kindness and respect.
2. Treat your own, others' and FBA's property with care.
3. Listen and respond respectfully to all staff.
4. Use quiet voices and walk inside the building.
5. Obey all classroom rules.

On the Playground

1. The rubber mulch on the playground serves as a safety fall zone. It is for protection from falls and not to be dug up, thrown or put in ears, noses or mouths.
2. Stay inside the fenced area with your teacher. Leave the area as a group after your teacher has announced it is time to go inside.
3. Do not climb on the fence.

SCHOOL AGE GUIDELINES

FBA faculty will work to ensure a positive environment is maintained for all children. Please review the following procedures with your child to help us in providing safe, loving environment. Each classroom and age area will have guidelines for the situation age appropriate responsibilities.

DURING THE SCHOOL YEAR: Parents must call FBA by 2:30 pm or given prior written notice if their child will not need to be picked up from school and transported back to FBA. Our van drivers have a great responsibility of accounting for each child before departing from a school.

GENERAL RULES

1. Treat yourself and others with respect and kindness.
2. Treat your property, others' and the churches' property with care.
3. Listen to all staff and be respectful at all times.
4. Use quiet voices and walk inside the building.
5. Obey all class rules.
6. Do not climb on the fence.
7. Stay with your class at all times. A FBA faculty member must be with each student at all times.

WHILE ON THE VAN OR ANY FBA VEHICLE

1. Seat belts must not be removed until the van is turned off.
2. Use quiet voices.
3. Do not distract the driver.
4. Keep personal belongings inside backpacks.
5. No gum, food or drinks are allowed on the vans.

These are very basic rules. We want the school age children to have an enjoyable time while at FBA. It is vital that children, parents and FBA staff work together. Parents are encouraged to speak to the FBA staff at any time concerning their child's behavior or experience at FBA. The FBA is a ministry and seeks to share the love of Christ with your child and family. It is our desire that these children will grow and learn in a safe environment.

SUSPENSION: Serious behavior and rule violation will result in a two-day suspension. The second time a child is suspended; it will be for one full week.

EXPULSION: Your child will be expelled from FBA if unacceptable behavior continues after a one week suspension.

ADJUSTING TO FAITH BAPTIST ACADEMY

Administrators, teachers and parents will work together to meet the needs of each child. First experiences away from a parent can be frightening for some children. If your child seems to be having separation difficulties, we suggest you bring your child into the classroom and stay just a few minutes. Give your child hugs and kisses while assuring them that you will be back to get them. Then say goodbye and leave. Children may learn to prolong the upsetting situation, otherwise. You can help teach your child reassurance and to have confidence in returning after school. Every effort will be made to console your child and help him/her feel comfortable. If your child does continue to be unhappy, you will be notified. We will work together.

You are welcome to visit the center at any time. If something at home or at school is upsetting your child, please let us know. Should you have any questions regarding FBA policies or your child's care and education, please discuss them with your child's teacher and/or FBA Administrators. We want to handle all concerns as soon as possible. Open, positive communication will help us provide the best care for your child.



Thank you for sharing your God-given blessings with Faith Baptist Academy.