



SECOND PRESCHOOL

**2504 Moody Road | Warner Robins, GA 31088
(478) 923-7101 | secondfamily.tv/sbc-preschool**

Aaryn Whitney
Director

Rev. Matthew Gibbs
Pastor of Education



Welcome to the Second Baptist Preschool family! We are committed to providing a loving, safe, and stimulating environment to help your little student reach his or her full potential. We exist to share the love of Christ with every child and parent and provide a Christ-centered education based on God's Word for your child.

This handbook states our procedures and expectations. Please read it carefully and contact me if you have any questions or concerns. *Your digital signature on the registration form acknowledges your commitment to abide by all the procedures and expectations set forth in this handbook.*

We are looking forward to a great school year full of learning and fun. Thank you for entrusting your child's preschool experience to us. It is a privilege to partner with you!

Aaryn Whitney

SBP Director

aarynw@sbcwr.org

HOURS OF OPERATION:

Classes begin at **9:00 a.m.** and end at **12:00 noon**. Doors open at 8:50 a.m. and reopen for pick up at 11:55. *If a child is picked up after 12:10 p.m. a daily \$8.00 late fee will be added to next month's tuition. If there is a habitual practice of late pick up, this fee is subject to be increased.*

Our Mother's Morning Out program for 1-2 year olds begins at **9:20 a.m** and ends at **12:00 noon** and is offered Monday, Wednesday, and Friday.

CURRICULUM:

A Beka is a Christian-based curriculum that will allow your child to achieve his or her highest academic potential. Their training will include language development, listening skills, writing, numbers, phonics, and Bible. Class time also include elements of art, music, and recreation. K5 will also utilize an Orton- Gillingham based curriculum called Phonics First.

HEALTH AND IMMUNIZATIONS:

SBP requires a current Immunization Form 3231 on the *first day of school*. It is the parents' responsibility to keep their child's immunization form current at all times.

Children should be brought to school healthy. Please keep your child at home if any of these symptoms are occurring. You will be required to pick your child up if the school staff observes any of the following signs or symptoms as well

- Must be fever free (100 or higher) for 24 hours without the aid of medication
- Vomiting
- Diarrhea
- Pink itchy eyes
- Skin infections or unknown rashes
- Chronic cough or discolored discharge from nose.

*Please be sure the school has current cell phone and other emergency contact information at all times.

SCHOOL DISCIPLINE POLICY:

In an attempt to maintain a classroom environment that is conducive to learning as well as a positive environment for all students, SBP will use the following discipline policy when a child displays disruptive behavior:

1. Misbehavior will first be handled by the classroom teacher and the parent will be notified. The teacher will discuss the inappropriate behavior with parents and work with them to help the child correct the behavior. In most instances this step will be the only step needed to correct the problem.
2. If the inappropriate behavior continues or escalates, the child will be brought to the director and/or pastor for a meeting and the parent will be notified. If your child is unable to calmly return to class you will be required to come pick them up. At this point a meeting will be scheduled between parents, school leadership and teacher to discuss the problem and work toward a plan to partner together and help the child understand and correct the behavior.
3. If the behavior continues after the aforementioned meeting, the parent will be called and the child will be sent home for the day.
4. If the behavior persists, the child will be sent home for three days.
5. If the behavior continues after these steps have been carried through and there is no resolution, the family will be asked to withdraw the child from the school with no refund.

TUITION AND LATE FEES:

To see current registration and monthly costs, please check our website.

You may submit the full amount prior to the first day of school and receive a 5% discount. After the first day of school the discount is not given. You may choose the monthly installment plan as well.

There are 9 payments beginning in August and ending in April. **The first payment is due by the end of August.** After that, *each monthly installment is due by the 5th of each month.* Payments may be made to the preschool receptionist during drop off or pick up. If you would like to leave a credit card on file for automatic monthly withdrawal please see preschool receptionist. Please make checks payable to "Second Baptist Church." Payment will be accepted in cash (**exact amount**), credit card, or check. Always place checks or cash in a designated SBP envelope which can be found at the front desk. Tuition is due despite absences, vacations, holidays, or withdrawals.

SBP does not send statements; it is your responsibility to make the payments each month. Again, monthly payments are due by the **5th of each month.** *If payment is not received by the 10th of each month, a 10% late fee will be charged. If payment is not received by the 20th of each month, a 20% late fee will be added to your account.* The school administration will assess the student's standing if the account is delinquent after 30 days (with possible withdrawal of the student).

DROP-OFF AND PICK-UP:

Drop-off and pick-up of children will be through the main double doors in the children's building. This is the only door to be used during school hours and will remain locked and monitored during school hours. Please walk your child to their classroom and sign them in and out for pick up and drop off.

Please inform school officials when someone we do not know will pick up your child. To insure your child's safety, they will be asked to show a picture I.D. We will not allow the child to leave with the adult unless we have written or verbal communication and permission from the legal guardian for that specific pick-up. Communication of pick-up changes should be handled with your child's teacher.

RAINY DAY PICK-UP PROCEDURE:

If it is raining, you may pick up your child under the awnings on the sides of the building. If you have multiple children at school, the older child will be dismissed with the younger child.

2 and 3-Year old classes - dismiss under the awning closest to the fire station and Moody Road.

4 year old classes - dismiss under the awning at the second driveway closest to the bus barn (east side of the property).

We will start this procedure at 11:50 on rainy days. ***Please do not park under these awnings.***

MMO will always pick up in the classroom regardless of rainy days. If you have other children attending SBP they will be sent to the MMO room to be picked up with their sibling. Please coordinate that with your child's teacher at the beginning of the year.

COMMUNICATION PLAN:

- **Daily communication folder:** Your child's teacher will be your primary source of contact. Don't forget to check your child's folder every day. Teachers will send home reminders and notes about upcoming events. A "snack calendar" is posted by each classroom for you to schedule when you will provide snacks.
- **Remind 101:** Please join our Remind account to get SBP text reminders about special events and preschool wide announcements. This will be used often by the director.
 - *How to join:* Text the message "@sbcwrpre" to the phone number 81010.
- **Facebook Page:** "Like" our Facebook page, Second Baptist Preschool, to see all the fun we have during the school year and stay up to date on all things SBP! You will be receiving a release form that will permit your child's photo to be posted on our Facebook page.

WAYS TO SUPPORT SBP:

Larry's Giant Subs: (Located on Highway 96)

Please make plans to eat dinner at Larry's between 6:00-8:00 and a percentage of all meals eaten will be donated to SBP!

2019: September 3rd, October 1st, November 5th, December 3rd

2020: January 7th, February 4th, March 3rd, April 7th, May 5th, June 2nd



Box Tops For Education: Now you have two options for collecting box tops- clip and send or download the app to do it digitally!

HOW BOX TOPS WORKS:



BUY

Find Box Tops on hundreds of products >



CLIP

Clip Box Tops from each package.



SEND

Send the Box Tops to school in a baggie or on a collection sheet >



EARN

Box Tops are each worth 10¢ for your school.



SCAN:

If you see this label, use the new Box Tops app to scan your receipt. Box Tops are still worth 10¢ for your school. The app will find participating products purchased at any store and instantly add cash to your school's earnings online.