



SECOND PRESCHOOL

**2504 Moody Road | Warner Robins, GA 31088
(478) 923-7101 | sbpwr.com**

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 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**. Drop off occurs outdoors under your child's designated awning between 8:40- 8:55. All doors will lock promptly at 8:55. If you are tardy, please come to the main doors and wait until someone is available to walk your child down to their classroom. *If a child is picked up after 12:10 p.m. an \$8.00 late fee will be assessed for each day that there is a late pick up. This fee will be added to the next month's tuition.*

Our Mother's Morning Out program for 1 year olds who will turn 2 at some point during the school year. It 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 includes art, music, and recreation. K5 also utilizes Phonics First, which is a fantastic systematic phonics curriculum paired with the Georgia Standards of Excellence. Students will also visit the library frequently and our K4 and K5 classes will participate in chapel monthly.

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. You will be required to pick your child up if the school staff observes any of the following signs or symptoms:

- Fever of 101 or higher (must be fever free 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 parents will be contacted. If the child is unable to calmly return to class, the parent will be asked to pick up the child. At this point a behavior plan will be made with the teacher, director and parents in order to work together to correct the problem. The plan will then be implemented in the classroom and documented along the way.
3. If the behavior continues after the aforementioned meeting and behavior plan implementation, the parent will be called and the child will be sent home for the day. We have a zero tolerance policy for hitting, pushing, spitting or any other behavior that would make the classroom space an unsafe place.
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.

TUITION AND LATE FEES:

Please check sbpwr.com for current tuition and registration fees.

The registration fee is non-refundable. We do not prorate, therefore if your child attends for any days out of the month the full tuition for the month is due.

A full year's tuition is due despite absences, vacations, holidays, or withdrawals.

SBP does not send statements; it is your responsibility to make the payments each month. You are welcome to sign up for automatic withdrawal at the beginning of the school year.

Monthly payments are due on 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 third Monday of the month, please keep your child at home until tuition is paid.

DROP-OFF AND PICK-UP:

Drop-off and pick-up of children will occur between 8:40- 8:55 and 12-12:10 under your child's designated awning. Please watch the video and view the map on our website for more details.

Please inform school officials if you'd like to add someone on the pick up list for 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, we will utilize the awnings on the sides of the building like a drive thru. Please see the pick up/ drop off map on our website for details.

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. Some teachers utilize ClassDojo or Remind101 as well.
- **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!