

## First Baptist Pelham Kindergarten

Pastor	Dr. Mike Shaw	Office Phone - 664-0237
Church Secretary	Pat McKay	Office Phone - 664-0237
Church Children's Director	Jonathan Williams	Office Phone - 216-0028
Kindergarten Director	Sharon Barth	Office Phone - 663-7455 Home Phone - 871-1625
Teachers	Elaine Miller Cindy Morris Angie Neugent Michelle Mesamore Bonnie Gailey Suzan Sample Lori Goodwin Dee Dee Gentry Jo Jones Karyn Colburn	
Music Teacher	Lisa Etheridge	Office Phone – 663-7455
Mother's Day Out Director	Kathy McCurry	Home Phone - 663-9202

We have an outstanding faculty in all programs associated with First Baptist Pelham Kindergarten. Each teacher has experience in teaching the preschool child.

All faculty members are committed Christians, dedicated to teaching, based on love. Each strives to be a Christian example, knowing that children reflect faith, love, joy, courtesy and enthusiasm. The staff of First Baptist Pelham is here to serve you in any way possible in and out of the classroom.

## **SCHOOL HOURS**

Kindergarten is in session 5 days a week from 9:00 until 12:00. A teacher or the director will unload and load children from 8:55 until 9:15 and 11:55 until 12:15. **If you should arrive with your child after that time, please see personally that your child gets into the building and to their classroom. Do not let your child out of the car and walk into the building alone. The carpool door will be locked, and you will need to bring your child to the door facing Highway 31 if you are late or picking your child up early. This is for the safety and well-being of your child. There is a doorbell located on the wall near the door.** Please be prompt in picking up your child when school is dismissed. There will be a late pick up fee of \$5.00 after 12:15. Please do not bring your child earlier than 8:55 as the teachers are busy making preparations for the day and are not always in their room. We follow the Shelby County School System calendar for holidays. Also, if the Shelby County schools close for inclement weather, we will also be closed.

## **MESSAGES**

Please send all messages to the school in writing. Verbal messages are not dependable and can cause confusion when loading and unloading children. **As last year, we will not load a child in another person's car and send them home with a friend, unless we have permission to do so. We will check I.D.'s, so please inform others picking up your child to be prepared.**

When it is necessary to call the school, please remember that teachers are in class. Unless it is an emergency, leave the message in the office and your teacher will return your call when she is free.

## **ENTRANCE REQUIREMENTS**

We accept children who will be 3, 4 or 5 years on or before September 2. Children should be potty-trained before entering the three year old class. Any exception to the recommended age requirement is subject to Kindergarten Commission approval. All children must have a current immunization certificate from their family physician or the Health Department. These certificates must be updated yearly. A child is not officially enrolled until an application form has been received and the registration fee has been paid. Registration fees are non-refundable.

## **FEES AND TUITION**

The registration fee is used to purchase all paper supplies, crayons, scissors, art supplies and special craft items that your child will use at school this year.

Tuition is due the first of each month. Please make your check payable to First Baptist Pelham Kindergarten.

Five year olds	5 days	\$155.00/month
Four year olds	5 days	\$150.00/month
Four year olds	3 days	\$115.00/month
Three year olds	3 days	\$115.00/month
Three year olds	2 days	\$90.00/month

Since we must operate the kindergarten on the funds provided by tuition fees, we cannot make deductions for sickness or absences of any kind. Tuition is based on a nine-month basis. Months with holidays have the same rate. We will remind you if payment is not received by the 15<sup>th</sup> of the month, and a late fee of \$3.00 will be charged if payment is not received by the 15<sup>th</sup>, unless the director has been notified of a problem. Snack fees are due by January 31. They will be as follows: Tuesday/Thursday classes - \$20.00/year, Tuesday/Wednesday/Thursday classes - \$30.00/year, Monday/Wednesday/Friday classes - \$30.00/year, Monday- Friday classes - \$50.00/year.

The activity fee for the 3 and 4 year olds will be \$50.00 and is due by October 31. The K-5 activity fee will be \$75.00 (this will cover their additional field trips). The increase in activity fee will help cover the cost of field trip t-shirts that we will be purchasing.

**A two week notice must be given when withdrawing your child from the program. You will be responsible for paying for the month of withdrawal. If notice is given at the end of the month, you will be responsible for the next month's tuition. This will give us time to fill the slot from our waiting list.**

## **DISCIPLINE**

The school's faculty is composed of Christian personnel who love children and want to help them grow in the finest way possible; therefore, it is necessary for them to discipline the children to some extent. If a serious disruptive behavior arises that is not resolving with time out in the classroom, the parents will be notified. (This is not referring to the simple daily learning opportunities, but a more serious behavior). If we continue to have problems, we will request a conference with the parents to try and find a solution. As a last resort, if the situation does not resolve, your child may be asked to leave the program. Once again, we are talking about serious disruptions – not minor infractions.

## **WAYS PARENTS CAN HELP**

Parents, the success of this year for your child largely depends on you! The following are just a few ways you can help:

**\*\*BE ON TIME!!** The teachers begin their school day when your child arrives. If your child is late, they may miss the most fun activity of the day.

**\*\*PLEASE USE THE CARPOOL LINE WHEN BRINGING AND PICKING UP YOUR CHILDREN. ALWAYS USE YOUR CARPOOL NUMBERS – IT MAKES THE LINE MOVE MORE QUICKLY. YOUR CHILD SHOULD EXIT AND ENTER THE CAR ON THE LEFT SIDE (DRIVERS). IF YOU MUST WALK YOUR CHILD IN, YOU NEED TO PARK AGAINST THE FENCE IN FRONT OF THE PLAYGROUND AND USE THE SIDEWALK. DO NOT CROSS IN FRONT OF THE CARPOOL LINE. THESE ARE ALL THINGS THAT WILL MAKE SURE WE KEEP YOUR CHILDREN SAFE!!!!**

\*\*Mark anything your child brings to school – bookbags, lunch boxes, coats, sweaters, books, etc., with his/her name. We cannot be responsible for unmarked items that are lost.

\*\*Teach your child to care for himself after he uses the toilet; how to flush the commode and wash his/her hands.

\*\*Have your child attend regularly, except when he is sick. Do not send your child to school if he has run fever within 24 hours, has a runny nose, a rash of any kind, has had an upset stomach or diarrhea, etc. It's no fun to come to school if you don't feel good, and if a teacher or the director feels your child would be better off at home, we will call you to come and pick him/her up.

\*\*Report any experiences that have been upsetting to your child (death of family member, hospitalization of immediate family member, death of a pet, scary movie watched, etc.) or even problems at school, to your child's teacher or director.

**\*\*Check their bookbag each day!! Also, be sure to check their calendar to see if they are to bring something special or wear something special. They are so disappointed when everyone has on pajamas for pajama day and they don't!**

\*\*Display things your child makes and brings home. The refrigerator makes an excellent "art museum".

\*\*Field Trips – Moms/dads will be asked to go with us. Also, we require all children to be in a seatbelt/car seat when transporting. Please dress your child appropriately for the weather when going on a field trip. It is much easier to shed clothes if your child becomes too warm, but is extremely hard to find clothes on a cold day. **Also, unless specified, siblings are not allowed on field trips.** Except in an emergency, teachers are not allowed to transport your children.

**Please, no toys from home.** We encourage the children to bring nature items or science exhibits, such as bird nests, fossils, insects (in containers), seashells, etc. They may also bring books or cassettes, especially if they pertain to the unit of study. Please check with the teacher before bringing live animals.

### **AFTER LUNCH BUNCH**

After Lunch Bunch is an extended program provided for the kindergarten children. It is held everyday until 1:30. **There will be no ALB November 24 & 25 (Thanksgiving Feasts), December 15 – 17, and May 11 – 15 (last week of school).** If you get more than 20 days behind on payment of ALB, you will be asked to make a payment before you child can continue staying. You may purchase 20 days of after lunch bunch for \$70.00. **You will be given a calendar on which to keep up with the days your child has stayed. Please keep up with your child's attendance. I will send home our records about twice a year for you to compare.** Each child needs to bring a simple lunch and drink on the days that he/she stays. Please do not send food that needs to be heated. There is not a microwave in each classroom. We will begin loading to go home at 1:30. **Please be prompt in picking up your child. There will be a late fee of \$5.00 after 1:45.** Please use your carpool number when picking up your child. The line moves much faster when the numbers are used. Notify us in writing of any change in the person picking up your child. We cannot express enough the concern we have for your child's safety and well being.

## **MOTHER'S DAY OUT – DIRECTOR – KATHY MCCURRY (663-9202)**

Mother's Day Out is for mothers of preschool children between the ages of 6 weeks and 3 years. Our hours are 9:15 to 1:15 on Tuesday, Wednesday, and Thursday. Planned activities are available for your child, with outdoor play when the weather permits.

Mothers using our program will have a standing reservation, which means a place will be reserved for your child each week, and you pay a monthly fee. The fee schedule is as follows:

**Registration fee** \$60.00/1 day a week: \$70.00/2 days a week: \$80.00/3 days a week.

**Tuition:** \$75.00/month for 1 day a week, 2 days - \$140.00, 3 days - \$200.00.

**Snack Fees**, due January, will be \$10.00/1 day a week, \$20.00/2 days a week, \$30.00/3 days a week.

Payment is due by the 15<sup>th</sup> of the month. There will be a late charge if payment is not received by this date. A two week notice should be given when withdrawing your child from the program. **You will be responsible for paying for the month of withdrawal. If notice is given at the end of the month you will be responsible for the next month's tuition.**

Please bring a simple sack lunch for your child. We will provide drinks. Please label all lunches, clothing, diaper bags, bottles, etc. **Remember, no toys from home.**

**We will give no medicines.** Do not bring your child if he/she is running fever, has a rash, or has diarrhea, upset stomach, etc. We need to be considerate of other children. **Immunization certificates are required for all children.** In case of babies and very small children, a statement from your child's doctor that he/she is up-to-date with his immunizations according to his age will be necessary.

**Very Important:** Please notify the workers (preferably in writing) if someone other than yourself or your regular carpool is picking up your child. This is for your child's protection and your peace of mind. **There will be a late pickup fee of \$5.00 per every 15 minutes late!** Please try to be considerate of our workers and our church staff. Most of our MDO staff has church obligations on Wednesday nights, and they need time to get their family prepared for church.

To insure the happiness and safety of your child, we ask that you knock on the door and wait for a teacher to answer. Please do not come into the room. This is necessary so that the door does not pinch fingers or "big people" step on the "little people". Also, some of the older children get upset when they see other mothers and notice that their mother is already gone or has not come yet.

Mother's Day Out follows the Shelby County School System calendar, and also the Kindergarten schedule, and if they are closed for a holiday or because of inclement weather, we will also be closed. For reservation or further information, please call the church (663-7455) between 9:00 and 1:00.

## HOLIDAYS AND SPECIAL DAYS

September 3	(Wed.)	First Day of School (Everyday, T/W/Th, and M/W/F classes)
September 4	(Thurs.)	First Day of School (T/Th classes)
Sept. 30 & Oct. 1	(Tues. & Wed.)	Old Baker Farm Field Trips
October 8 & 9	(Wed. & Thurs.)	Picture Day
October 13	(Mon.)	Teacher Work Day – <b>No School</b>
October 30 & 31	(Thurs. & Fri.)	Fall Parties
November 11	(Tues.)	Veteran’s Day – <b>No School</b>
November 24 & 25	(Mon. & Tues.)	Thanksgiving Feasts - <b>No After Lunch Bunch</b>
November 26-28	(Wed. - Fri.)	Thanksgiving Holidays ( <b>No School</b> )
December 16 & 17	(Tues. & Wed.)	Christmas parties
December 18– Jan. 5		Christmas Holidays
January 19	(Mon.)	Martin Luther King Day - ( <b>No School</b> )
February 12 & 13	(Thurs. & Fri.)	Valentine’s Day parties
February 16	(Mon.)	President’s Day – Inclement Weather Day - <b>No School</b>
March 16 – 23		Spring Break – <b>No school</b>
April 10	(Fri.)	Good Friday – <b>No School</b>
April 13	(Mon.)	2 <sup>nd</sup> Inclement Weather Day – <b>No School</b>
April 20	(Mon.)	Art Show – 6:00 – 7:30 p.m.
May 15	(Fri.)	Last Day of School – Kindergarten Program for all classes

**There will be no ALB November 24 & 25 – Thanksgiving Feasts**

**There will be no ALB the week of December 15 - 17**

**There will be no ALB the last week of school – May 11 - 15**

PLEASE LET US KNOW THAT YOU HAVE READ AND REVIEWED THE FIRST BAPTIST PELHAM KINDERGARTEN HANDBOOK BY SIGNING AND RETURNING THIS PAGE. HOPEFULLY, THIS HANDBOOK WILL ANSWER MOST OF YOUR QUESTIONS. IF YOU NEED FURTHER INFORMATION ON ANYTHING, PLEASE DON'T HESITATE TO CALL US. (205-663-7455)

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_