



Academy

Preschool Handbook

2023 - 2024

85 McDonough Street
Hampton, GA 30228
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www.HamptonAcademy.org

Academy Director: Brook Gaouette
Senior Pastor: Craig McAdams

Dear Parents:

As we begin our 24th year of Hampton First Baptist Academy, we would like to welcome your family to our program.

We are honored that you have chosen our Academy. At HFBA, we know that a positive learning experience is essential for both child and parent and hope to make that possible here.

Please take a moment to look over the Academy Handbook to familiarize yourself with our policies and procedures. If you have any questions, please feel free to contact me.

On behalf of the entire Academy Staff, Academy Committee and HFBC staff, I thank you for choosing Hampton First Baptist Academy. We look forward to a wonderful year with both your child and you.

In Christ's Service,

Brook Gaouette
Hampton First Baptist Academy



Dear Parents,

Hampton First Baptist Church is honored and humbled to partner with you in the nurturing and training of your child. At the Hampton First Baptist Academy and Mom's Day Out program, we understand how precious and important children are and that these are very formative years for them. Brook Gaouette and her staff are excited that you have allowed them to be a part of this important stage of their lives.

The Academy team is prepared and eager to make your child's time here profitable, both educationally and spiritually. We are confident that your child will enjoy learning, interacting with other children, singing, playing, and sharing special fun days throughout the year.

I also want to take this opportunity to invite you to visit one of our worship services at Hampton First Baptist. The world can be a confusing and difficult place. As a result, everyone needs some spiritual support and encouragement to help them navigate through this life. We are a church family that cares about people and would love to come along side you as an extended family of friends.

Thank you for the opportunity to work with your child.

In Christ,

Craig McAdams
Senior Pastor



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Classes and Programs Offered

Mom's Day Out

Mom's Day Out Classes for ages 6 months - 24 months will meet from 8:30am – 12:30pm

- 2 day classes will meet on Tuesday & Thursday

Preschool Classes

All Preschool Classes will meet from 8:30am – 12:30pm

2 Year Old Preschool

- 4 day classes will meet Monday – Thursday
- 3 day classes will meet Tuesday – Thursday

3 Year Old Preschool

- 4 day classes will meet Monday – Thursday
- 3 day classes will meet Tuesday – Thursday

4 Year Old Preschool

- 5 day classes will meet Monday – Friday
- 4 day classes will meet Monday – Thursday

Kindergarten

These classes will meet Monday – Friday, from 8:00am - 12:30pm.

****Age Requirement:** Children are enrolled in classes based on their age according to the Georgia Department of Education guidelines.

HFBA is not licensed with *Bright from the Start, Georgia Department of Early Care and Learning*, but has received a Letter of Exemption as a child care center.

Admission Requirements

A child entering HFB Academy must be at least six (6) months old.

The following must be completed prior to enrollment:

- A registration application
- Paid registration fee for each child
- Handbook Acknowledgement Form
- Copy of Birth Certificate
- A **current** Certificate of Immunization is **REQUIRED** within 30 days of the child's first day of class and must be kept current throughout the school year.
- Ear, Eye & Dental (EED) form #3300 **REQUIRED** for 4K and Elementary.

HFB Academy admits all qualified applicants without regard to race, sex, ethnic or national origin.

Biblical Standards

Hampton First Baptist Academy's admissions policy opens the Academy to families who are supportive of our philosophy, objectives and standards of education which are based on the Biblical truths taught in God's Word. Our purpose is to serve families who are seeking not simply a private education, but a distinctively Christian foundation for their children.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students the truths of God's Word. We hope this will complement the beliefs and ideals taught at home as we partner with you to educate your child in God's truth.

2023-2024 Fee Schedule

Early Registration Fee: \$100 (Non-Refundable) until March 11
Registration Fee: \$150 (Non-Refundable) after March 11

Both registration fee and application must be submitted in order for your child's name to be placed on the enrollment list. Please make sure that the application is complete.

Curriculum Fees: Must be paid by May 6th. If not paid by this date, the student's name will be dropped from the roll. All curriculum fees are **NON-REFUNDABLE**.

<u>Tuition Prices:</u>	<u>Curriculum Fees</u>	<u>Yearly</u>	<u>Discounted Tuition (by 8/1)</u>	<u>Monthly (10 pymts)</u>
MDO 2 Days	\$50	\$1700	\$1615	\$170
2 Year Olds	\$100	\$2150	\$2043	\$215
2 Year 4 day	\$100	\$2450	\$2328	\$245
3 Year Olds	\$125	\$2150	\$2043	\$215
3 Year 4 day	\$125	\$2450	\$2328	\$245
4 Year Olds	\$200	\$2500	\$2375	\$250
4 Year 5 day	\$200	\$2750	\$2613	\$275
Kindergarten	\$250	\$3150	\$2993	\$315

Tuition is paid on a **10-month contract**. Tuition payments are due by the first of each month. **A \$20 late fee will be assessed on any tuition payments received after the 10th day of the month** (except August, it is late after the first day of school). Please make checks payable to HFBA. There will be a \$25 charge for any checks returned by the bank.

Discounts: Discounts cannot be combined.

Payment in Full: 5% off of total tuition (**must be paid by August 1st**)

Siblings: First Child - no discount
 Second Child - 5% discount
 Third Child - 10% discount

2023-2024 School Calendar

Friday, August 4th - Open House 10-11am
 Monday, August 7th - 1st Day of School 4 & 5 day classes
 Tuesday, August 8th - 1st Day of School 2 & 3 day classes
 Monday, September 4th - Labor Day
 September 18th-22nd - Fall Break
 Tuesday, November 7th - Teacher Work Day - No school
 November 17th - 24th - Thanksgiving Holiday
 December 20th - January 5th - Christmas Holiday
 Monday, January 8th - Return to School
 Monday, January 15th - Martin Luther King Holiday
 February 19th - 23rd - Winter Break
 April 1st-5th - Spring Break
 Thursday, May 16th - Last Day of School

*Please note that we will be using the same School Calendar as the Henry County School System for all holidays and teacher workdays.

In case of inclement weather, Hampton First Baptist Academy will follow the **Henry County School System**. Please check with your local TV or radio station for School Closings.



Policies and Procedures

School Hours

The hours for school are 8:30am - 12:30pm. If you are tardy, please check in at the Welcome Center. Your child's teacher will take your child to class. If you need to pick your child up before 12:20pm, you will need to sign them out.

Fees and Tuition

The registration fee is due when you turn in your child's application. The Matriculation fee is due by May 3rd. If not paid by this date, the student's name will be dropped from the roll. **Registration and Matriculation fees are NON-REFUNDABLE.**

Tuition is paid either annually or on a 10-month contract. The monthly tuition is due on the **first day of each month.**

Checks should be made payable to *Hampton First Baptist Academy (HFBA)*. Please return in the envelope provided.

Please give your envelope to the Director/Asst. Director or place in their folder. Full tuition must be paid even when children are absent for any reason. No refunds or exceptions on tuition because of absenteeism, vacations or sickness. If your child's account is over 30 days past due, the student will not be able to return to school until it is paid.

- **Late Fee** - A \$20.00 late fee will be added for payments received after the 10th of the month.
- **Return Check Fee** - There will be a \$25 charge for re-turned checks.

Late Pick-Up Fee

Dismissal is at 12:30pm. You are allowed a 10 minute grace period. After 10 minutes, you will be assessed a \$5 late fee. You will be required to sign your child out and pay your late fee. Your late fee must be paid no later than the next school day. While we understand life happens, after your third late pick up, a meeting will be scheduled to discuss continued enrollment for your child(ren).

Withdrawal from the Program

Should you need to remove your child from our program, a two-week notice is required or a two-week tuition fee will be assessed. All accounts must be current before you can receive their books or before a transcript or letter of recommendation can be mailed.

Security System

If you are not picking up your child, please have the person picking up bring in their picture ID. The child will not be released to anyone that is not on the authorization form for pick up. Please send in a note for change of transportation. If an emergency arises and the need for someone other than yourself or an authorized person is needed to pick up your child, **please contact the academy office.** A change on your authorization form will require written notification.

Visitor Procedures

Anytime you are visiting the Academy, please sign in at the Academy office. You will receive a visitor's sticker. Make sure you sign out when you leave.

Discipline Procedures

HFB Academy seeks to base all of its programs on the Word of God. Our primary objective in disciplinary action is to lovingly restore the student to fellowship.

The following behaviors are unacceptable in HFBA classrooms:

- Disobedience
- Interrupting class
- Horseplay
- Running in hallways or classroom

Any actions that interrupts teacher instruction or distracts other children from learning.

HFB Academy Discipline Policy states the following methods of discipline concerning these classroom rules per the Director's discretion:

1. Time out or time apart from class activities;
2. Withholding school rewards and privileges;
3. Parent Consultation.

Procedures for handling specific situations in the school setting such as throwing things, bullying, hitting, pushing or shoving, kicking, fighting, biting or spitting:

1. When a student becomes a discipline problem to the point that the teacher feels that she has done all she can, the student will be sent to the Director's office.
2. The second time the behavior becomes intolerable, parents will receive a phone call from the school.
3. The third time this situation occurs, an immediate conference between parents, teacher and the Director will be set up on that day during school hours. The privilege of the student to attend Hampton First Baptist Academy will be reviewed. Any child that cannot conform to the classroom environment and procedures will be asked to withdraw

Clothing

Please dress your child in play clothes. Children enjoy their play experiences more if they are not constantly concerned about their clothing. Please send a large t-shirt, labeled with your child's name, for painting and messy art activities.

- We have found that tennis shoes are better for the playground. The bark tends to get in their shoes otherwise. If they don't wear tennis shoes, please be sure their shoes have a back on them.
- Please do not put a belt on your child if they cannot buckle and unbuckle it themselves. This makes it difficult for them during restroom breaks.
- Please mark ALL the child's belongings with his or her name. Don't forget to label coats, jackets, mittens, etc. **We ask that each child bring a change of clothes and undergarments, including socks, to be kept in their backpacks in case of spills, etc.**

Book Bags/Back Packs/Diaper Bags

Each child should bring a tote bag, backpack, or diaper bag, clearly labeled with his/her name visible on the outside of the bag. **Backpacks and tote bags should be full size**, large enough to accommodate a letter size folder and other items sent home with your child. All personal items must fit into the bag.

Please refrain from sending personal belongings such as: toys, stuffed animals, etc. These items should not be brought to the classroom unless requested by the teacher. **Toy weapons (guns, knives, etc.) are not permitted.** If your child has a special book or video he/she would like to share with the entire class, please consult with the teacher about bringing it to class.

Snack Policy

Since the children will be leaving at 12:30 pm, we feel they need an adequate snack to tide them over until lunch. We are asking that you send in a **nutritious** snack and a drink (or they can have water) in a spill-proof cup.

Following are some examples of acceptable snacks:

Fruit (ready to eat)	Raisins
Trail mix	Breakfast bars
Granola bars	Crackers – any kind
Peanut butter & Vanilla wafers	Cheese sticks
Dry cereal	Sandwiches

Please do not send anything that will need to be heated or cooked in the microwave.

We are trying to avoid high sugar foods and drinks such as: candy, chocolate, fruit rollups, carbonated and/or caffeinated drinks, and high-energy sport drinks. These items may be inappropriate. If so, we will provide a snack/drink for your child and send the other one home.

If your child's snack/lunch needs utensils, please send them with their snack. We do not provide spoons and forks.

Please note that some students may have peanut/nut allergies. Please check with your child's teacher before sending items such as peanut butter sandwiches or crackers.

There will be some days that the teachers will have a snack that goes along with their curriculum. You will be notified ahead of time.

Potty Training

All students in the Three and Four Year Old Classes should be completely potty trained before the start of school. The 3 and 4 year old rooms are not equipped with changing facilities, nor does the daily schedule allow time for diaper changing.

If a child is 3 years old and not potty trained, they may be offered a place in the Two Year Old Class, if space is available, until the skill of potty training is achieved.

Illness

Never bring your child if he or she is not feeling well. If a child gets sick during school hours, we will notify you to pick up the child.

A child should not be brought to the program if he or she has any of the symptoms below or any other symptoms that are contagious:

Vomiting	Sore throat
Diarrhea	Undiagnosed rash
Severe coughing	Open lesions
Pink eye	Flu like symptoms
Any symptom of infectious childhood disease	
Severe runny nose (other than clear drainage)	

Fever of 100° or more

A child must be symptom and fever free for 24 hours, without medication, before returning to school.

The Academy Director should be notified if a child is diagnosed as having any of the following communicable diseases:

Chicken pox	Impetigo	Rotavirus
Common cold	Lice	Rubella
Diphtheria	Measles	Salmonella
Flu	MRSA	Strep Throat
Hepatitis A	Pink Eye	Viral gastroenteritis
Herpes Simplex	Ringworm	CoVid

Medications

If a child is on routine medications such as, asthma medications, etc., a parent must complete a medication form before the teacher can give any medications. Please note the following:

- Medication must be in the original container and labeled with the child's name, date and a prescribing doctor's name clearly printed on the label.
- Dates and times of administration must be clearly written on the form.
- Authorization to dispense prescription and non-prescription medications is limited to two weeks unless otherwise prescribed by a physician.

Accident/Emergency

Accident Report forms will be completed by the teacher when an accident or injury occurs. An accident is anything physical on the skin.

- **Non-emergency notification**
In case of illness or injury that occurs at school, I understand that the school will evaluate, provide first aid, and contact me, if necessary, for further advice and/or pick up. If the school is unable to reach me, I hereby authorize it to contact my emergency contact person.
- **Emergency notification procedure**
In the event that an injury or illness is extremely serious or life threatening to my child, I understand that the HFBA staff will first contact emergency medical professionals; then contact me or my emergency contact if I cannot be reached. A Medical Release form will be required for each child and kept on file.

Outside Play

Fresh air and exercise are important for children. This is a regular part of our daily schedule. Everyone plays outside, unless weather is rainy, extremely cold, or otherwise disagreeable. In general, if a child cannot play outside because of illness, he or she should be kept home. Please remember to send a jacket during the winter months for outside time.

Birthdays

A birthday is a very special time for a child and probably the most important day of the year for him or her. A birthday snack can be brought in for their special day. Please schedule this with your child's teacher.

Special Parties/Events

At various times during the year, we will have special holiday parties or events. A calendar will be sent home each month to let you know of special happenings in our program and also here at the church. You can also check the Academy website and our Facebook page for upcoming events. Room moms will help coordinate these activities. If you would like to help, please let the teacher or Room Mom know.

Room Moms/Volunteers

Each class will need a Room Mom and moms who are willing to help with parties, field trips, programs, and other activities. If you are willing to help, please sign up in the class room.

www.hamptonacademy.org

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