



# **SECOND PRESCHOOL**

**2504 Moody Road | Warner Robins, GA 31088  
(478) 923-7101 | [secondfamily.church/preschool](http://secondfamily.church/preschool)**

Lindsay Walker - 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.

Our preschool is a ministry of Second Baptist Church and adheres to the beliefs of the church. Our church website has a section titled "What We Believe." Visit <https://secondfamily.church/> for a detailed description on what our church believes concerning various topics.

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!

Lindsay Walker  
SBP Director  
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### **HOURS OF OPERATION:**

Classes begin at 9:00 a.m. and end at 12:00 noon. Drop off occurs at your child's designated area 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 consistently 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 is 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. **If a MMO student misses 3 or more days in a row, their spot will be given to someone else.**

### **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.

### **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. We will also accept a Medical/Religious Exemption Form in place of the Immunization Form.

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 100.6 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

In case of medical emergency during school, we will immediately attempt to notify a parent. If a parent cannot be notified, we will attempt to notify your

emergency contact, and if the emergency contact cannot be notified, the school will attempt to notify the doctor listed on file. If none of the above can be reached, and it is deemed medically necessary, the school will call an ambulance. In consideration for SBP allowing your child to participate in programs offered by and through Second Baptist Church, your digital handbook acknowledgement upon registering your child will hereby release, absolve, agree to indemnify, agree to hold harmless, and forever discharge Second Baptist Church and preschool from any and all claims, demands, actions or cause of actions, past, present, or future arising out of injury or relating to or damage to my child as a result of emergency medical decisions made, in good faith, by Second Baptist Church and preschool.

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. Student behaviors that bring harm to themselves or other students, as well as, meltdown behaviors that interrupt the classroom environment may result in immediate expulsion.
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. Before the child can return to school, the parent/guardian must meet with

the director and/or teacher and headmaster to discuss a plan for school and home.

4. If the behavior persists, the child will be sent home for three days. Upon return, the parent/guardian will be asked to observe the child's behaviors in class.

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](http://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, or holidays.

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. We accept cash, check or card. Please note a 3.5% service charge will be added if using card.

#### **DROP-OFF AND PICK-UP:**

Drop-off and pick-up of children will occur between 8:40- 8:55 a.m. and 12-12:10 p.m. under your child's designated awning. Please 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.

**VISITORS:**

All exterior school doors will remain locked during school hours. Visitors must enter through the front doors of our school. Visitors will be required to get a visitor's pass at our front desk.

**SNACKS:**

All classes will have a snack time each day. Please pack a snack for your student daily. Please pack an individual snack that requires minimal help opening.

Due to various allergies of our students, homemade treats for class parties are not permitted. All treats/snacks must be store bought.

**BIRTHDAYS:**

If you would like your student to celebrate their birthday at school, you may send in a small treat for the class. Please remember these treats must be store bought. Birthday celebrations will be celebrated during recess time.

**BATHROOM POLICY:**

Students will have frequent potty breaks as well as be reminded to use the restroom, however, K3- K5 students must be sufficient in using the restroom on their own with minimal help. SBP defines sufficient potty training as: "a child who can tell an adult when he/she needs to use the bathroom." None of the 3 & 4 year olds should be wearing "pull-ups" at school as a "just in case" measure... sufficiently potty trained children are past this need.

We understand accidents happen- please pack an extra set of clothes inside a ziploc bag to remain in your student's backpack in case of an accident. All classrooms have bathrooms attached except for K5 and K4, which has their own class bathroom down the hall. If a K3-K5 student has a poop accident, you will be called to come and change them.

**REPEATED TOILETING ACCIDENTS:** While accidents occasionally occur, children in the preschool program with frequent toileting accidents will need to be withdrawn from the school for one month to work on successful potty-training. A half-tuition rate will be charged for one-month, to hold the child's spot in the program. If, at the end of a month, the child is still not reliably potty trained, the parent will need to withdraw the child from the preschool program.

**PERSONAL BELONGINGS:**

Please do not allow your child to bring personal items from home (toys, money, etc.). Children do not always want to share their personal belongings, so please leave them at home. Children also have a hard time keeping up with these belongings and they often end up lost. Your child's teacher will let you know if her class is having a "Show and Tell" day so that your child may bring a personal item.

**PET POLICY:**

Pets are not allowed at the preschool except during learning opportunities for the students. This includes at school drop off and pick up. Prior approval from the director is required.

**WEATHER:**

If inclement weather prevents us from having school, we will make contact via phone/email/social media. Generally, if the Houston County School System closes for inclement weather, then we will be closed.

Students will go outside for recess daily unless it is raining or too cold. If the outside temperature or wind chill is below freezing, classes will utilize the gym or indoor playroom for recess. Please dress your child appropriately for the weather.

**COMMUNICATION PLAN:**

-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!

-Monthly calendars: Each month, a calendar and newsletter will be sent home. It is very important to keep this calendar as it will contain important school events, dates and even changes to dates/activities.

**DISMISSAL FROM SCHOOL POLICY:**

Second Baptist Preschool reserves the right to dismiss any child if the child seems unable to participate in the classroom or has problems interacting with other students. Our preschool does not have the resources to meet the needs of every

child and, therefore, reserves the right to deny admittance if we believe that we cannot adequately meet the needs of the child.

**PARENT CONDUCT:**

SBP reserves the right to unenroll a child based upon the inappropriate conduct of his/her parent or guardian. Inappropriate conduct includes but is not limited to:

- Abusive or profane language, spoken or written, to employees of SBP.
- Disrespectful attitudes expressed toward SBP employees.
- Outbursts of anger directed toward SBP employees in front of other children at SBP.
- Abusive or profane language or outbursts of anger on church property. Violation of these guidelines will result in the unenrollment of the parent's child from SBP.

**SBP NON-DISCRIMINATION STATEMENT:**

Second Baptist Church's Weekday Preschool does not discriminate based on race, cultural heritage, national origin, marital status, religion, political beliefs, disability, or sexual orientation. We do not require parents to embrace our belief system and worldview to enroll their child(ren) in our program.

**SBP DOCTRINAL AFFIRMATION OF GENDER AND SEXUALITY:**

Parents should acknowledge and understand that the curriculum and programming of Second Baptist Church's Weekday Preschool is centered in the work and character of Jesus Christ shown through the inerrant Word of God. We affirm the biblical belief that gender is assigned by God as distinctly male or female. This truth will be appropriately taught in the classroom and followed in use of pronouns, bathroom assignments, and other practical implications.

**SBP DOCTRINAL AFFIRMATION OF MARRIAGE:**

We believe Scripture defines "marriage" to mean only a union between one man and one woman as husband and wife, and the word "spouse" refers only to a person of the opposite sex who is a husband or wife.

**STATEMENT OF KINDNESS:**

We believe Scripture teaches that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are not to be tolerated and are not in accord with these statements. We believe Scripture teaches that God offers redemption and restoration to all who confess and repent of their sin and seek forgiveness through Jesus Christ.

