

PARENT HANDBOOK



First Baptist
Junior Academy
& Developmental Learning Center
of Jacksonville

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INTRODUCTION

WELCOME

Welcome to First Baptist Junior Academy and Developmental Learning Center of Jacksonville. What an exciting time this is for you and your Preschooler! As you entrust your precious child to our care, you should know that we will pursue excellence in providing an Early Childhood experience that sets the tone for a nurturing and loving environment conducive to life long learning. It is our goal at First Baptist Junior Academy and DLC to provide a variety of activities that will encourage a love for learning and healthy development. Our objectives are planned to promote cognitive, social, emotional, physical, and spiritual growth. We are looking forward to working with you in helping your child have a happy and successful year.

MISSION STATEMENT

First Baptist Junior Academy and Developmental Learning Center exists in order to partner with Christian families by providing a Christ-centered Early Childhood Education for preschoolers; intentionally building strong foundations of faith by promoting spiritual, physical, social, and cognitive development with excellence in a safe and nurturing environment.

VISION STATEMENT

The Bible says that where there is no vision the people perish (Proverbs 29:18).

The vision of First Baptist Junior Academy and Developmental Learning Center is to be obedient to our Savior, Jesus Christ, and allow the presence of the Holy Spirit to permeate this place. It is our desire to be an instrument in the hands of our Redeemer and allow Him to use us to minister to preschoolers and families by meeting the spiritual needs of our children and prayerfully producing a lifelong love of learning in the hearts and minds of our preschoolers.

CORE VALUES

- *Providing Christ-centered, developmentally appropriate teaching methods in all areas of growth
- *Providing a safe and secure environment inside and outside the classroom
- *Providing loving, consistent, experienced, and trained Early Childhood Educators committed to a growing relationship with Jesus Christ

ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give general, overall guidelines to which the students and parents will adhere. However, since new situations may occur, and circumstances may arise not covered specifically by this handbook, the Administration reserves the right to exercise its administrative prerogative in responding to any new situations.

NON-DISCRIMINATORY POLICY

First Baptist Junior Academy does not discriminate on the basis of race, color, sex, national, or ethnic origin in its administration of educational, admission, athletic, or financial policies or in any other school programs.

PHILOSOPHY OF TEACHING AND LEARNING

The JADLC demonstrates a philosophy of Early Childhood Christian Education that above all is built upon the strong foundation of Jesus Christ and His Word. As a preschool, we are committed to nurture and support the growth of preschoolers physically, intellectually, emotionally, socially, and spiritually.

Physically:

Our preschool provides a controlled-access security system, as well as safety within and out the classroom. Large rooms and an outdoor playground provide activity space appropriate for gross motor skill development and active learning. A strong health policy demonstrates a commitment to the well-being of each student.

Intellectually:

Because 90% of a child's learning is established during the first five (5) years of life, our Christian curriculum

provides hand-on learning experiences and activities for preschoolers from age six weeks to Pre-Kindergarten age. Our focus is process-oriented, rather than product-oriented. Children learn foundational skills to support a lifetime of learning in an environment where learning is exciting and engaging.

Socially:

We believe preschoolers learn through play. Learning activities are provided to develop and nurture the interaction of each preschooler with his teacher and friends.

Emotionally:

Our classrooms provide emotional stability by providing consistent, loving teachers in all classes, consistent routines within the context of the classroom, and the encouragement of strong parental involvement resulting in the partnership of home, school, and church.

Spiritually:

We believe spiritual foundations are being formed during the preschool years that will provide a basis from which children will draw in later childhood and throughout life. Preschoolers are taught that Jesus loves me and Jesus is my friend. Foundations are being built for recognition of Jesus as Savior. Bible stories and biblical truth are a primary part of the curriculum we teach. It is upon this foundation of Truth we pray our preschoolers will later pattern their lives.

“And Jesus increased in wisdom and stature, and in favor with God and man.”

Luke 2:52

“You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.”

Deuteronomy 6:5-9



PARENTS'/GUARDIANS' STATEMENT OF SUPPORT

First Baptist Academy
of Jacksonville

Please read the following statements. If there is any statement you cannot personally support, please initial it and discuss it with us in your family conference.

1. We have received and read the *Statement of Beliefs* of the school; we are willing to have our child educated in accordance with them and we will attend a Christ-centered church regularly; we will actively participate in the spiritual formation process of our child and realize that success in this area begins with the home, and continues with the church and school.
2. We agree to support to the best of our ability the school's entire program through prayer, time, and financial contributions to the expenses, understanding that we are partners in the educational process.
3. We will fully cooperate in the educational activities of First Baptist Academy by doing our best to make Christian education effective in the life of our child.
4. We will require our child to support the spiritual activities of the school (Chapel, Bible classes, Scripture memory, etc.).
5. We will pay all of our financial obligations to First Baptist Academy on or before the date due. If we are ever unable to do so, we will notify the FBA Office, giving a reasonable explanation for the delay and stating when payment will be made.
6. I have read the Parent/Student handbook in its entirety and agree without reservation that the school has my support in both the interpretation and enforcement of the policies as it relates to my child. I have carefully reviewed the Honor Code found in the above mentioned handbook and support such without reservation.
7. The school reserves the right to place our child at the appropriate grade level and designate the appropriate teacher(s).
8. The school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school.
9. We will be faithful to attend all parent functions at First Baptist Academy, as best as we can. These include Open House, Parent Teacher Fellowship meetings, Parent Conference requests, Information Nights, etc.
10. If we become dissatisfied with First Baptist Academy in any way we will resolve the matter with the person(s) involved as outlined in the Parent/Student handbook rather than spreading criticism and negativism (Matt. 18:15-17; 5:23-24). We agree to follow the process of resolving conflicts as set forth in the First Baptist Academy Dispute Resolution Policy.
11. First Baptist Academy's Biblical role is to work in conjunction with the church and home to mold students to be Christlike. Understanding our role in the parent-school partnership, we agree to abstain from sexual immorality, including homosexual orientation (I Thess. 4:3-8, Lev. 20:13, Rom. 1:27). We understand that First Baptist Academy reserves the right to refuse the admission of an applicant or to discontinue enrollment of a student.
12. We will seek to support and advance First Baptist Academy in every area possible—spiritually, academically, physically, and financially.

COVENANT

A covenant is a binding agreement between two parties. It signifies a solemn oath and sincere pledge of mutual respect and cooperation. First Baptist Academy covenants to provide the best it can for your children in the way of facilities, curriculum, faculty, athletics, social functions and instruction. We further pledge to do all that is possible to support your home in growing every student in the nurture and admonition of the Lord. As the legal parents (guardians) of our children, we covenant to support First Baptist Academy in its efforts at Christian education. We agree that it is our responsibility to strive diligently toward the observance of the *Parents' Statement of Support* as God enables us by the power of the Holy Spirit. If for some reason we become dissatisfied, we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, we recognize it is our responsibility to leave First Baptist Academy and seek a school in alignment with our personal convictions. Together, as a school and as parents (guardians), we pledge to submit our lives to one another and to the final authority of the Word of God.

PROCEDURES

ORIENTATION/MEET THE TEACHER

This event is held before the first day of school, affording all students and parents the opportunity to meet their new teachers in the classrooms. Information will be sent to you in advance regarding this event and other orientation activities.

HOURS OF OPERATION

Junior Academy and DLC Hours: 7:00 a.m. - 6:00 p.m.

Infants and Toddlers – full time programs available beginning at six weeks of age

Two Year Olds and Preschool 3 – parents may choose from a three day (2 and 3 yr. olds) morning program from 8:30 – 12:00, or a full day program, with as many hours needed within operating hours.

Pre-Kindergarten – Voluntary Pre-Kindergarten (VPK) is from 8:50 – 12:00, Monday through Friday. An Enhanced Pre-K program is also available with extended hours before and after those time frames, within operational hours.

ENROLLMENT

First Baptist Junior Academy and DLC operates on a first come, first served basis. Once a classroom reaches capacity, others may be placed on a waiting list. All children must register properly before admission. An annual, non-refundable registration fee of \$100 must be paid annually during enrollment/re-enrollment. VPK is exempt from this fee; however, a \$50 registration fee for Enhanced Pre-K will apply, if applicable.

ATTENDANCE

It is very important that your child arrives at school on time and attends regularly. Frequent absences and tardies will be a hindrance to your child, other students, and the teacher. If your child is sick or on vacation, please notify the school by 8:00 a.m.

Students enrolled in VPK must adhere to the following guidelines:

Tardiness: Class instruction begins promptly at 8:50a.m. Children should arrive by 8:30 if they would like to participate in snack time. Any child arriving after 8:50 will be considered tardy and must be signed in at the reception desk in the Junior Academy and DLC office. While we understand that it is occasionally unavoidable to be late, more than three times in a month is not acceptable and requires a conference with the Director.

Early activities provide time for socialization and “settling in” to class. This transition from home to school is an integral component of every school day. If your child is late, he/she misses opportunities for daily organization, catching up with his/her friends, and one on one time with the teacher. Habitual tardiness implies that school attendance is not important and contributes to attitudes toward school and punctuality that are less than desired.

Early Withdrawal: The end of the class day is as important as the beginning. Wind down activities that summarize and reinforce concepts and skills from the day take place. Looking ahead to tomorrow’s events builds enthusiasm and helps prepare a child for what may happen tomorrow. Children who leave early must be signed out in the school office prior to release from the classroom. We know that from time to time an appointment or emergency necessitates that your child must leave early; however, more than twice a month is not acceptable and requires a conference with the Director.

Late Pick-Up: Our VPK classes end promptly at 12:00 PM unless the child is enrolled in the Enhanced Pre-K program. If your child is not picked up by 12:10 PM, JADLC late fees will apply (\$5 charge plus \$1/minute, per child).

Absence: Excessive absence is not conducive to proper learning progression and educational success for your child. Please read the following items carefully:

1. Each calendar month, a child's parent or legal, custodial adult may document excused absences that should total no more than twenty percent of the school days per month. Absence is excused due to the following reasons:
 - Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
 - Physician or dental appointment;
 - Infectious disease or parasitic infection;
 - Funeral service, memorial service, or bereavement upon the death of the child's family member;
 - Life-threatening illness or injury of the child's family member;
 - Compliance with a court order (ex: visitation, subpoena, etc.);
 - Special education or related services;
 - Family vacation, not to exceed five (5) excused absences per school year;
 - Extraordinary circumstances beyond the control of the child or the child's parent.
2. If a student accrues absences totaling more than twenty percent of the school days in any month, a person other than the child's parent must document the excused absence. The person must be unrelated to the child or the child's parent, and the documentation must show that the person has personal knowledge of the reason for the child's absence (ex: letter from a physician). The parent must also meet with the Director to determine the amount of absences that will be permitted beyond that month. The ELC mandates that a child be present for a very specific number of days per year.
3. A VPK student who is absent for five (5) consecutive, instructional days without notifying First Baptist Junior Academy and DLC will be considered withdrawn from the VPK program.
4. When a VPK student becomes ineligible due to absence, the parent/guardian will have the option of prepaying tuition (\$165/week), rather than withdrawing from First Baptist Junior Academy and DLC.
5. VPK parents/guardians must complete and sign a Parental Choice Certificate for EACH month. These forms will be provided on the last instructional day of each month to sign. Your signature on this form verifies attendance and directs the Early Learning Coalition of Duval County to direct payment for the month's VPK Program for your child to First Baptist Junior Academy and DLC and that you continue to choose First Baptist Junior Academy and DLC to provide your child's VPK for the upcoming month.

TUITION

Tuition payments are made through the FACTS Tuition Management Company. Tuition payments are due in advance. Payment is considered late if not received by the close of the business day on Tuesday evening the week that it is due. Late payments are subject to a late charge of 10% of the total account balance. There will be no reduction or rebate for absences or vacations. At the discretion of the Director, a child may be dismissed for delinquent fees or non-payment after the third consecutive week.

WITHDRAWAL PROCEDURE

Two weeks prior to the withdrawal date, parents should make direct contact with the Junior Academy and DLC Director. The parent should pick up a withdrawal form from the office. The withdrawal form must be returned to the office when completed, no later than two weeks before the date of withdrawal.

ANTI-HARASSMENT POLICY

The environment at the JADLC must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of all that students, parents, teachers, and staff members treat each other with due respect for rights, individuality, and personal dignity.

PHOTOGRAPHS AND VIDEO

The First Baptist Junior Academy and DLC students are photographed and videoed on a regular basis both by staff and professional agencies. These photos and videos are used to promote the school by capturing many of our

exciting activities on film. If a student's family does not wish such pictures to be used in school publications or promotions, parents should complete the applicable section on the enrollment form.

POLICIES

DROP OFF/PICK UP

Preschool students **MUST BE** escorted to their classroom. Please park your car in the Preschool Garage and walk your child to their classroom door. Do not leave siblings unattended or your car engine running. You **MUST** sign your child in on the sign in sheet. For dismissal, park your car in the same manner and go to your child's designated pick up room. Children are released to authorized adults only. You **MUST** sign your child out before leaving.

AFTER HOURS

The center closes at 6:00 p.m. promptly. Our employees are not paid after this time by the Junior Academy. After 6:00 p.m., there will be a late charge of \$5.00 plus \$1.00 per minute per child to be paid immediately to the teacher in charge of your child.

CURRICULUM

We believe that young children learn best by *doing*. Our core curricula are from Biblically-based, thematic frameworks entitled *Weekday Early Education (WEE) Learn*, developed by Lifeway Early Education Resources, and *Footsteps for Fours* and *Pathways for Preschoolers*, developed by Bob Jones University Press. We also utilize Handwriting without Tears to supplement our handwriting program with our four year olds. These excellent research-based programs are written by outstanding, professional preschool educators. These skillfully compiled guides are filled with rich experiences aimed at meeting the total educational and developmental needs of the preschool child. A Bible story and related Bible Truth are correlated weekly with each theme. Some of our thematic units include family, seasons, animals, cities, transportation, neighborhoods, community helpers, the earth, the senses, and many more! The teachers also use a variety of supplemental materials in developing their units of study. Every three years, our curriculum committee conducts an extensive review of our curricula, evaluating our materials, researching other curricula, and offering suggestions in this area that may benefit our school.

HEALTH AND SAFETY POLICIES

GENERAL

- The health care policy is made available to each educator and family
- Each educator is trained in, and parent/guardian(s) are oriented to the health care policy.
- Each educator is trained in the school's infection control procedures and implementation of policy during staff orientation.
- A health care consultant approves the health care policy on an annual basis.
- The policy ensures that all appropriate actions will be taken to ensure that health requirements of children with special needs are met.
- General health care procedures include:
 - Posting of emergency telephone numbers including at least one non-coin-operated telephone or working cell phone on the premises of the program with the following numbers posted in clear view: program's address and telephone number, fire department, police, ambulance, Poison Control center, and Director Contact information.
 - Using and maintaining first aid equipment
 - Meeting individual children's specific health care needs, including identifying children's allergies and protecting children from exposure to foods, chemicals, or other materials to which they are allergic.
 - Obtaining health forms from each child prior to enrollment

SMOKING

For employees, smoking is prohibited on or off campus. Smoking is prohibited for parents on campus.

DRUG AND ALCOHOL USE

It is the JADLC's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory

manner. Whether on or off campus, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

The JADLC employees will, under no circumstances, dispense non-prescription or prescription drugs, herbs, vitamins or any other supplements to students or employees. Office staff members are the only persons authorized to dispense medicines to students or employees once the medication form is signed by the parent(s). Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences. All medications shall be stored in the school office.

SECURITY

On so large a campus it is nearly impossible to prevent passage of people across the church/school property. The concern for the safety of students and staff is paramount. All employees should observe the following:

1. Be alert at all times to unfamiliar individuals. Notify the office by use of radio.
2. Greet people and offer assistance.
3. Lock purse or belongings in the closet. Never leave money in the desk.
4. Do not leave buildings unattended and/or unlocked.

Parents are not permitted to hold the secured doors open for people that they do not recognize. Please walk these individuals to the office or ask them to ring the buzzer so that each person is accounted for on our premises at all times.

At the time of enrollment, each parent will have a fingerprint scan (using a biometric reader) to gain entrance through the controlled access doors of First Baptist Junior Academy and DLC. Only persons with a fingerprint scan will be allowed entrance into the Preschool area. All other persons must ring the buzzer and wait for assistance. If preschool children are brought or picked-up by someone other than parents (i.e. relatives), they must check in with First Baptist Junior Academy and DLC office personnel. Parents must notify First Baptist Junior Academy and DLC by phone or in writing if someone other than a parent is coming to First Baptist Junior Academy and DLC.

HEALTHY ENVIRONMENTS

As part of the JADLC's commitment to the safety and security of our preschoolers, families, and staff, we strive to promote multiple opportunities to learn about healthy living.

- Children will have daily opportunities for outdoor, physical activity. Children play outside daily unless the wind chill is at or below 32 degrees, raining, and/or public health authorities issue an unsafe weather condition alert due to heat, air quality, or other adverse conditions. Indoor gross motor activities are provided when the children are unable to go outside due to poor weather conditions.
- While outside, children are dressed appropriately for the weather in dry and layered clothing and are given the opportunity to play in either the sun or shade.
- In the event that public health officials recommend insect repellents, families are strongly encouraged to supply and authorize repellents containing DEET by completing the Authorization for Medication form.
- Children are not permitted to move around the room while eating or drinking, and no child is allowed to have a bottle or cup while resting on a mat or cot. If children do not enter the preschool using a cup, they are encourage to begin using one as soon as the educators and families decide the child is developmentally prepared to begin.
- Students do not have access to large buckets containing liquid.
- Educators maintain areas used by educators or children who have allergies or any other special environmental health needs. Allergy Alerts are posted when activities involve potential allergens.
- Visiting animals appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized and that the animal is suitable for contact with children. Educators supervise all interactions between children and animals and instruct children on safe

behavior when in close proximity to animals. Educators ensure that any child who is allergic to an animal is not exposed to that animal. Classroom pets are not permitted with the exception of temporary nature center exhibits which support thematic learning. Children follow hand washing procedures after handling animals.

- Smoking, alcohol, firearms, and other significant hazards that pose risks for children and adults are strictly prohibited on JADLC property and during JADLC related events with exception of law enforcement officers' carrying of weapons. In the event that someone violates this policy, they will be asked to remove the hazard from the premises. Local law enforcement officials will be contacted as needed and appropriate.

NUTRITIONAL INITIATIVES

Since nutritional well-being is also a priority of the JADLC, the following procedures and policies have been developed:

- All food provided by the JADLC is prepared, served, and stored in accordance with the USDA guidelines and Department of Children and Families guidelines.
- When food is brought from home, educators work with families to ensure that the USDA/DCF guidelines are followed. Parents are encouraged to pack ice packs in lunch boxes to keep food the appropriate temperature. Extra food is available for children if they are hungry after the food from home is eaten or if their food was not stored properly.
- The JADLC ensures food safety in its provision of meals and snacks. Educators discard food with expired dates as well as document any changes to the posted menu.
- Daily documentation recording the type and quantity of food a child consumes is provided to families with children under the age of two.
- Sanitary drinking water is available to children throughout the day.
- Liquids (such as hot coffee) and foods that are hotter than 110 degrees are kept out of children's reach.
- If milk is served, children under two years of age will only be offered whole milk. Children over two will be offered only two percent milk.
- Menus are posted and available for families. In addition, they are kept on file for review by a nutritional consultant.
- Meals and snacks are scheduled to be served without undue disruption to the child's day.
- Educators sit and eat with children during snack and meal times to encourage conversation and model appropriate eating habits. When possible, snacks and meals are served family style.

PROTECTION FROM ENVIRONMENTAL HAZARDS

- Poor air quality: sometimes weather conditions result in poor air quality (smog) that can pose significant health risks to children with respiratory problems. Local health authorities or the National Weather Service will issue ozone or smog alerts when the air quality is approaching unhealthy levels. The Director receives email alerts keeping informed of dangerous air quality so that children do not play outdoors until the air quality is safe. In addition, maintenance work that may impair the air quality of a classroom, such as painting, or tile floor stripping, will take place when the children are not present. Children will not return to the space until the classroom is completely ventilated and the air quality is healthy.
- In order to prevent exposure to lead, asbestos, and other environmental hazards, the JADLC is free from hazardous levels of lead, asbestos, fiberglass, or any material that is in a dangerous condition, as documented by specialists in this field.

INJURY PREVENTION PLAN

- In an effort to prevent injuries in the classroom/playground/multi-purpose rooms, the following plan will be implemented:
 - Daily inspections will be made of the inside/outside areas by the educators. Dangers to watch for are listed on the Daily Health and Safety Checklist. The Director should be notified of any dangers immediately, and the children should not be permitted to play near the dangerous equipment or

with the dangerous toy. Minor facility and equipment maintenance issues should be documented on the Daily Health and Safety Checklist so that a w/r can be submitted.

- The Director or designee, using the Playground Maintenance Checklist, will conduct monthly inspections. Educators will follow the playground policies.
- Children's clothing will be checked to ensure that it is free from strings, laces, and jewelry that could be entangled or wedged in playground equipment and present a strangulation hazard.
- Educators will strive to protect children from cold, heat, and sun injury.
- Equipment that may cause an injury for a child is not permitted in classrooms or other space typically used by children enrolled in the JADLC. Notify the Director upon discovery of such equipment. In the event of a situation that requires rapid response on the part of educators, the following steps will be taken:
 - The educator closest to the child who is also certified in First aid/CPR will provide the necessary intervention to ensure the child's well being.
 - The other educators in the area will call for additional help if needed and monitor the other children in the group. These children will be removed from the situation if required for safety and emotional reasons. If only one educator is present at the time, he or she will call for help before providing the intervention if necessary.
 - Once the situation has stabilized, an incident report will be completed and the appropriate people will be notified.
- All liquids, foods, and/or appliances that are or become hot enough to burn as well as toxic substances, poisonous plants, medications, sharp objects, and other hazardous objects are stored in a secure place and out of the reach of children.
- All cleaning products must be labeled with contents and expiration date if applicable and are stored out of the reach of children.

PROCEDURE FOR REPORTING INCIDENTS

- Individuals' medical problems and injuries are recorded and reported to educators and parents.
- Parents are informed immediately of any injury or illness that may require medical attention other than minor first aid and/or if their child receives a bump to the head.
- Parents are informed of an incident through an Incident Report at the time they pick up their child. The report will describe the incident and the first aid measures taken if necessary. A copy is provided to the parents and another copy is retained in the child's file.
- The JADLC maintains documentation of incidents and other health and safety concerns and periodically evaluates the safety of the preschool.

RESTROOM POLICY

For the protection of all our preschoolers and teachers:

- Only 1 child will be allowed in the restroom area at one time.
- One teacher should be stationed at the doorway for proper supervision of children. This teacher must remain in full view of a second teacher.
- One teacher must never be alone with a child in a restroom area.
- Young preschoolers often need assistance with toileting. Provide assistance as necessary. However, be conscientious about the protection of our children and adults, never allowing yourself to be alone with a child.

FEEDING POLICY

Proper nutrition is very important to the growth and development of young children. First Baptist Junior Academy and DLC strives to give careful attention to the general and individual rhythms and nutritional needs of each child in our care.

General Information:

- The teacher's hands must be washed in the hand washing sink before preparing formula and/or feeding children. Children's hands must be washed prior to being fed.

- The hand washing sink must be clearly designated and used only for this purpose. Rinsing of bottles and containers must be done in the sink that is not soiled.
- The child's first and last name must be recorded on every bottle and sippy cup.
- Bottle warmers must be used to warm all bottles of formula/breast milk as necessary and must be temperature tested before offering to an infant (microwave ovens will not be used to heat formula, breast milk, or baby food).
- If the feeding has taken over 1 hour to complete or the bottle has been un-refrigerated for 1 hour, the milk shall be discarded.
- All bottles, nipples, sippy cups, and other equipment for feeding preparation must be sent home daily to be cleaned and sterilized before returning to school.
- Children will not be permitted to walk around with food, bottles, or cups.

Formula Preparation

- Formula must be brought to the JADLC by the parent/guardian and must be labeled with the child's first and last name.
- Formula must be prepared according to the directions on the container. Formula will be used within 48 hours after preparation, opening of ready-to-eat, or concentrate.
- Prepared formula must be labeled with child's first and last name and be kept covered and refrigerated.
- Preparation surfaces must be disinfected before preparing formula or food.
- There must be a physical separation between the food preparation area and the diapering area.
- Any formula remaining in a bottle or food remaining in a serving container after a feeding shall be discarded. (Bacteria from baby's mouth are introduced into milk and begin to multiply once bottles are taken from the refrigerator and warmed).

Breastfeeding and Breast Milk Bottle Preparation:

Every effort is made to support breast feeding mothers at the JADLC by providing a private, comfortable room for nursing mothers to breastfeed and by coordinating feeding routines with mother's schedule.

- Human milk from a mother will be only used with that mother's child.
- Expressed breast milk may be brought from home if the bottles/breast milk bags are transported in a clean, insulated container that keeps the milk at 41 degrees Fahrenheit or below. Breast milk will be refrigerated or frozen as soon as it arrives at the JADLC.
- Refrigerated breast milk at a minimum of 39 degrees F must be used within 48 hours.
- Breast milk first frozen and then thawed in the refrigerator must be used within 24 hours.
- Frozen breast milk may be kept in the freezer at a minimum of 5 degrees F for 2 weeks.
- Frozen breast milk must be thawed in the refrigerator.

Feeding:

- Infants must be held while feeding. The JADLC will not prop bottles, place bottles in cribs, or allow carrying of bottles around the room by infants.
- Teachers will interact with children while holding and feeding, recognizing that proper feeding practices promote children's emotional development.
- Infants will be fed according to each child's individual needs and rhythms, or at least every 3 hours.
- Formula or breast milk will be the only milk product served to children younger than 12 months of age unless documentation is on file from the child's health care provider.
- The JADLC will not serve juice to children less than 12 months of age. If juice is served to children above 12 months of age, 100% juice will be served at meal or snack time and not more than once per day with a maximum of 4 ounces being consumed by the child. Teachers effectively communicate with parents to ensure that children are not receiving more than 4 ounces of juice per day.
- Water will always be available to children above the age of 12 months throughout the day.
- No medication or cereal will be added to the bottle unless documentation is on file from the child's health care provider.
- Following a bottle feeding, teachers must wipe the infant's teeth/gums, removing any residual liquid to support the growth of healthy teeth and gums.

Cow's milk:

- Only whole, pasteurized milk will be served to children younger than 24 months unless documentation is on file from the child's health care provider.

Solid food:

- Teachers will sit and communicate with children during meal and snack times.
- When high chairs are used, teachers will use safety straps.
- Highchairs must be disinfected before and after use.
- Parents must provide formula, baby food, and snacks from home until the child is developmentally prepared for foods served on the JADLC menu.
- Parents must provide supplements to the JADLC menu when necessary for children with allergies.
- Commercially packaged baby food will be served from a bowl or cup and not directly from the container unless the entire container will be used for only one feeding.
- After six months, children will be encouraged to self-feed depending on their developmental abilities.
- Food must be cut into pieces no larger than ¼ inches for finger feeding by children. Utensils will be offered to children who are able to manipulate them.
- Round, firm foods that might be a choking hazard such as but not limited to: hot dogs, whole grapes, peanuts, nuts, seeds, raw peas, dried fruit, popcorn, thickly spread peanut butter, and hard candy will not be served to children under the age of 3 years old.
- Honey or foods containing honey will not be offered to children 12 months of age and younger due to the risk of botulism.
- Children's wait times during food service periods will be minimized as much as possible.
- Snacks or meals not listed on the menu or brought from home must be posted on the allergy alert sign outside the classroom.
- Family/Teacher Daily Information Exchange form will be filled out daily, including specific amounts and times of feedings, and shared with families of Infants and Toddlers.

Communication plan for staff and parents:

- Written instructions are posted in food preparation areas.
- Menus are posted in each classroom and included in the weekly Newsletter.
- Parents are provided with the Feeding Policy of the JADLC upon enrollment, and information is exchanged daily between teachers and parents.
- The JADLC will strive to provide information to parents regarding choking hazards, assisting parents in planning appropriate meals at home.
- The JADLC will strive to work together with families and their health care provider to ensure the food plan for each child is individualized.

Reference: American Academy of Pediatrics, Department of Children and Families, Association of Christian Schools International
Reviewed on July 21, 2011 by Stephanie Vaillencourt, ARNP

DIAPERING POLICY

Diaper changing is only done in the diaper changing area. Diapers should be checked and diaper checks should be documented at a minimum of once per hour with exception of sleeping times. Soiled diapers should be changed immediately upon recognition. Continuous supervision of all children is required. The changing station should never be used to store items unrelated to diaper changing (toys, paper, bottles, food, etc. may not be placed on or near the station). *Never leave a child unattended on the changing station.* Safety straps may not be used for the purpose of holding a child while the teacher steps away from the station. The use of cloth diapers is not permitted. Diaper changing provides opportunities for interaction with children. Make eye contact, smile, and teach during this time using phrases, songs, and/or finger plays supporting developmental objectives.

- Gather supplies: fresh diaper, wipes, waxed paper, disinfecting solution, 2 gloves, plastic bag for soiled clothes and clean clothing (if needed)

- Place child on changing table and clean child's diaper area: Unfasten diaper; lift legs to clean child's bottom using disposable wipes, wiping front to back, using a fresh wipe each time
- Remove soiled diaper and discard: Place soiled wipes in soiled diaper; fold forward w/o touching any surface and secure tabs over folded diaper; place diaper and gloves in location out of child's reach
- Put on clean diaper and dress child: slide fresh diaper under child; fasten diaper; dress child
- Wash child's hands and return child to play area: If child can stand, use soap and water at hand washing sink; use disposable wipe for washing hands of children unable to stand unsupported
- Clean and sanitize the diaper area: dispose of paper liner, soiled diaper, and gloves in garbage can with sealed cover in an area inaccessible to children; wet entire surface with disinfecting solution; wipe surface and allow to air dry
- Wash hands and record diaper change on Family Information Sheet: follow hand washing procedures posted at designated hand washing sink.

Reference: Association of Christian School International, Department of Children and Families of Florida, FBC Jax Diaper Changing Policy, National Training Institute for Child Care Health Consultants

PLAYGROUND

Keep students in plain view at all times. Remind students not to sit or stand on top of any equipment unless it is designed for that purpose. All equipment should be used in the manner for which it was designed. Balls, toys, and/or other outdoor equipment should not be used on or near the play structure. Children should go down the slide in the feet first position. Do not permit children to jump from the play structure. Children should be seated when drinking water from the cooler. It is prudent to watch for ant piles and thinning mulch at impact zones. Please report these issues to the Director as soon as possible for the safety of our students. Teachers should never sit together on the playground. Recognizing that our playground is an extension of our classrooms, teachers should ensure that children are actively engaged in appropriate activities.

EMERGENCY TRAINING FOR STUDENT CARE

The enrollment packet will specify a medical consent form where emergency medical and dental health care should be obtained. Parents will update this information as needed. If an emergency occurs, the preschool staff will authorize and seek emergency care and make arrangements to get the child to the clinic/hospital if the parent/guardian cannot be reached. The staff will continue to try to contact the parent/guardian.

If a child receives a minor injury at preschool, the staff member will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water (unless an authorization form is completed for peroxide and/or triple antibiotic ointment), and minor bumps will be treated by applying ice to the injured area. Parents will be contacted for bumps of any sort to the head. The incident will be documented on the incident reporting form. A copy will be given to the family, and a copy will be placed in the child's file.

All staff will have immediate access to the device that allows them to summon help in an emergency. The phone numbers for police, fire, ambulance, hospital, and poison control will be posted by each phone. Emergency contact information for each child will be kept readily available. The emergency information is also included in the emergency evacuation backpack. Parents must update emergency phone numbers as often as necessary.

Staff is required to wear disposable gloves and to wash their hands after treating injuries. All items exposed to blood will be sealed and discarded immediately in a designated garbage can.

If the incident involves a broken tooth, the parent will be contacted immediately. Rinse the child's mouth out with warm water and apply a cold compress to the area to minimize any swelling. If the tooth has been knocked out, rinse the tooth off very gently to make sure it is clean. Do not scrub the tooth or remove any tissue that is attached to it. Be sure to place a towel or wash cloth in the sink so that it does not go down the drain. If possible, gently place the tooth back into the socket. If this is not possible, place the tooth in a small container filled with milk. Contact the parent immediately.

Trained personnel are to be in attendance during regular school hours. Trained personnel may range from health aides to instructors/staff who are certified in CPR/First Aid. Responses will incorporate information from the student files.

1. If necessary, the Director will call 911 and identify name of caller. The assistant will also call Security.
2. Notify 911 operator of the injured person's name, age, sex, nature of injury and any first aid performed.
3. Identify location to 911 operator: First Baptist Junior Academy & DLC located in the Preschool Building of FBC Jax, 125 W. Ashley Street, Jacksonville, Florida the school building or playing field, and a contact phone number (904) 265-7318. Security will meet EMS on Ashley St.

Trained personnel will stay with the injured person until a parent or EMS help arrives or until the student can return to class. (The responsible JADLC representative will contact a parent.) The Director will have the emergency information available. The witnessing staff member will also document the incident on the JADLC Incident Report form. The Director will ride with the student to the hospital if transporting is necessary.

PROCEDURES FOR USING AND MAINTAINING FIRST AID SUPPLIES

- Location of first aid kit: the first aid kit is located in the school office and clearly marked "First Aid."
- First aid kits are maintained by the Director/Administrative Assistant and are inventoried monthly.
- All JADLC educators are encouraged to have current certification in approved first aid and pediatric cardiopulmonary resuscitation (CPR) procedures upon employment. Only those with current certification may provide CPR or first aid including the use of first aid equipment. At minimum, at least one educator certified in CPR for each age group of the children served must be available at all times whenever children are present.
- Training in CPR/First Aid is updated and renewed every two years. Current first aid/CPR training certificates are kept on file.
- First aid kits must include Band-Aids, scissors, tweezers, gauze pads, gauze roller bandage, adhesive tape, thermometer, disposable gloves, and soap.

INFECTIOUS DISEASE POLICY

Purpose: First Baptist Junior Academy & DLC believes that the Bible, the authoritative Word of God, and Jesus Christ, the Living Word, have called us to minister to all people, especially the children who are placed in our care. In carrying out this call to ministry, we believe that we are called to respond to both spiritual and physical needs, and we commit ourselves to children who are enrolled in the JADLC. Therefore, we have adopted the following policies regarding Infectious Diseases. These policies apply to all programs under the supervision of the JADLC.

DEFINITION OF INFECTIOUS DISEASE : An "Infectious Disease" is generally defined as any disease that is susceptible of spreading from one person to another person. Infectious Diseases include, but are not limited to, the following:

- Fever of 100.4 or higher(must be fever free for 24 hours with no medication before returning to a group activity)
- Vomiting or diarrhea (within the past 24 hours)
- Unidentified rash
- Inflamed throat and/or mouth
- Colored discharge from eyes or nose
- Excessive Coughing/sneezing
- Unusual irritability or fatigue
- Head lice (or known exposure to head lice)
- Open wounds without proper bandages
- Childhood diseases (chicken pox, mumps, etc.)
- Difficult/rapid breathing
- Any other unusual sign or symptom of illness

Reviewed August, 2011, by Dr. Kimberly DalPorto, M.D.

In order to maintain a healthy environment for all of the children at the JADLC, children should be free from all symptoms listed above before entering school. In the event of an outbreak of disease in the preschool, parents will be notified. Information will also be provided to parents detailing the symptoms and incubation period of infectious diseases. Cubbies and email are used for the purpose of communicating this information to parents. Educators who become ill with contagious diseases are excused from contact with children immediately.

INFECTION CONTROL

All staff will be instructed to utilize the most current recommendations of the Center for Disease Control (CDC) regarding "Universal Precautions for Prevention of Transmission of Human Immune-deficiency Virus (HIV), Hepatitis B Virus (HBV), and other Blood-borne Pathogens in Health-care Settings." The current Universal Precautions which have been adopted by the JADLC are included herein, and may be updated from time to time. All staff will be expected to attend training opportunities provided by the JADLC regarding the use of the Universal Precautions. Neither FBC Jax, the Preschool Ministry, the Director of Preschool Ministries, the JADLC, nor the Director of the JADLC shall have any responsibility or liability if any teacher or other worker neglects to follow the Universal Precautions.

HANDWASHING

The JADLC recognizes the importance of hand washing as the first line of defense against infectious disease. Unwashed hands are the primary carriers of infections. Educators and children who are developmentally able will be taught proper hand washing procedures. To help prevent the spread of infectious diseases, the following hand washing procedures must be followed for all educators and children:

- Children and adults' hands should be washed:
 - Upon arrival for the day
 - After diapering, using the toilet, outdoor play, art activities
 - Before and after meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking
 - Before and after playing in water that is shared by two or more people, outdoor play, handling pets and other animals, and any materials such as play dough, sand, dirt, sensory table materials, or surfaces that might be contaminated by contact with animals
- Educators also wash hands before feeding a child and after handling garbage or cleaning
- Administrators wash hands before and after administering medication
- Educators assist children with hand washing as needed to successfully complete the task.
- Liquid soap and disposable towels will be available.
- Adults will wash with liquid soap and running water and friction for at least 20 seconds and avoid recontamination from faucets by turning off faucets with towel.
- Educators will use disposable gloves and wash their hands after changing diapers, assisting with toileting, or cleaning or handling any surface soiled by bodily fluid including mucus, feces, urine, vomit, or blood.
- Hand sanitizer is not a substitute for proper hand washing with exception of emergency situations when soap and water are not available.

UNIVERSAL PRECAUTIONS

Because infections may be present in blood or body fluids, and children may be unknowingly infected with an Infectious Disease such as Hepatitis B Virus (HBV), all teachers and other workers should utilize "Universal Precautions" for handling blood or body fluids.

The term "Universal Precautions" refers to the handling of body fluids from all children and not just precautions recommended for those known to be infected with a blood-borne pathogen. Universal Precautions were written for staff in health care settings and public safety workers. However, teachers and other workers at the JADLC may come in contact with blood and body fluids, and should therefore exercise the same precautions.

"Body fluids" include blood, feces, urine, respiratory secretions, vomit, vaginal secretions and semen. Blood is the single most important source of HBV and other blood-borne pathogens in the occupational setting.

Universal Precautions require the use of protective barriers such as gloves, protective eyewear, gowns, and masks. Rarely, however, would precautions beyond the use of gloves be indicated in a preschool setting.

TO AVOID CONTACT WITH BODY FLUID

When possible, direct skin contact with body fluids should be avoided. However, first aid for a bleeding child must not be unreasonably delayed while one attempts to secure gloves.

A disposable glove should be worn on each hand when direct hand contact with body fluids is anticipated (i.e. treating bloody noses, handling clothing soiled by incontinence, diapering, cleaning small spills by hand). Even though gloves are worn, hands must be washed upon completion.

PLAN FOR ADMINISTERING MEDICATION

- Parents must complete an Authorization for Medication form any time a child needs to be administered a medication while at school. The label on prescription medication must be labeled with the child's name. Administrators will record and administer the medication to the child. This record will remain in the office during the duration of the need for the medicine. Then the record will be filed in the child's folder.
- Medication must be provided by the child's parent or guardian. All prescription medications must include the original prescription label that details the child's full name, the date that the prescription was filled, the licensed health care provider's name, name and strength of the medication, expiration date, and instructions on how to administer and store it. Over-the-counter medications must be in the original manufacturer's packaging.
- The JADLC will keep a written record of the administration of any medication that includes the time and date of each administration, the dosage, the name of the person administering the medication, and the name of the child. The JADLC will store all medications under proper conditions for sanitation, preservation, security, and safety. All unused medication will be returned to the parent.
- Medications will be kept out of reach of children in the office. Medication requiring refrigeration will be stored in the refrigerator out of reach of children. Leftover medicine/empty containers will be returned to parents/guardians for disposal.
- Epi-Pen procedures: Children who experience anaphylactic reactions requiring use of an Epi-Pen must clearly communicate details of the allergen(s) to the preschool prior to enrollment so that we can adequately prepare for the safety and well being of the child. Epi-Pens must be stored in the office with other medications, and the parent must complete the authorization form. Should the child have an allergic reaction, the educator will immediately radio the office stating, "Epi-Pen needed immediately in Room ____." If the child is on the playground, this information is communicated via radio. The educator will begin to walk to the office with the student while the Director or Administrative Assistant begins walking to the playground with the Epi-Pen to facilitate immediate administration.

PLAN FOR MEETING THE NEEDS OF MILDLY ILL CHILDREN AND EDUCATORS

- Children becoming ill during school hours must be isolated outside of the classroom and will be supervised by a person trained in first aid and knowledgeable of the health policies of the school.
- Books and a cot will be made available for the mildly ill child and will be disinfected following usage.
- The Administrative Assistant or Director will notify parent/guardian(s) about the child's condition.

PLAN FOR MEETING SPECIFIC HEALTH CARE NEEDS

- At registration and re-enrollment time, families will be asked to record and give permission for the JADLC to post information about any known specific health care needs for their children including allergies and special diets. Allergies of all children at the JADLC are posted in each classroom, kitchen, and school office.
- All allergies and other important medical or nutritional information including individualized care plans will be posted in each classroom and in the kitchen. This specific health care needs list will be consulted prior

to serving children food and will be updated as necessary. For sites where children have peanut allergies, classrooms and entire programs may become peanut-free. The specific health care needs list will be updated as necessary.

- Children will be protected from exposure to chemicals (stored away from children) and other materials to which they are allergic.
- The Director will be responsible for making sure that all educators, including substitutes, receive appropriate training to respond to the specific needs of the children as well as how to handle emergency allergic reactions.

CHILD HEALTH RECORDS

- A written health record is maintained for each child as part of the child's individual record.
- Medical records of all children and educators are considered confidential.
- Parents/Guardians are required to provide current health records prior to enrollment.
- Parents/Guardians should provide the following information for their child:
 - Pertinent health history (such as allergies or chronic conditions)
 - Log of medications administered, injury reports, educator's health observations
 - Vision, hearing, developmental, and dental screening results and health-related referrals that would affect the school day

ADDITIONAL HEALTH POLICIES

- A child should be free of fever, vomiting, and/or diarrhea for 24 hours, without administering fever-reducing medication, after a contagious disease before returning to the classroom.
- Parents will be contacted and will need to immediately pick-up their child should the child appear to be ill.
- All toys, equipment, and furniture in our rooms are disinfected by DTK and/or Resource Room Assistants.
- Allergies of staff and students should be recorded in their file. It will also be placed on an allergy list posted inside each classroom. An Allergy Alert will be placed by the teacher outside each classroom specifying special activities which may trigger an allergy attack of any kind.
- Teachers will be instructed to use Universal Precautions Guidelines when caring for children.

COMMUNAL WATER PLAY

In order to prevent communal water play from spreading infectious disease, the following procedures will be followed:

- No child is permitted to drink the water.
- Children with sores on their hands or other parts of their bodies that may come into contact with the water are not allowed to participate in communal water play; supplemental activities will be provided.
- Fresh water is used for each activity.
- Water is changed before a new group of children can participate in the activity.
- Water is drained when the activity has been completed.
- Water toys/equipment are used for the purpose for which they were intended.

CLASSROOM MAINTENANCE/CLEANLINESS

The space we occupy at First Baptist Junior Academy & DLC, and share with First Baptist Church Jacksonville – our classrooms and offices – must be kept neat, clean, and orderly.

1. Decorate room to be attractive, colorful, informative, and free of clutter.
2. Keep floor free of litter at all times.
3. Do not allow gum in the classroom.
4. Use bulletin board to reflect unit themes.
5. Change bulletin board at a minimum of once per month.
6. Take responsibility for the area immediately outside of your classroom door (cubbies, hallway).

Report all maintenance needs to the office (broken items, burned out light bulbs, etc.) by completing and submitting the “Daily Health and Safety Checklist.”

Setting up for Wednesdays and Sundays: On Wednesday and Friday afternoons (or the last school day of the week), follow procedures prescribed for your particular room.

It is helpful to call or write notes throughout the year to the Sunday School teacher(s) in your shared space. In doing so, you are building a bridge of love, trust, and appreciation. It is always good practice to come a little early on Monday mornings to put final touches on your room after it has been used for Sunday school. The Director should be notified when issues arise.

MAINTENANCE AND CLEANING

To prevent the spread of infection, the following steps will be taken for washing and disinfecting specified equipment, items, and surfaces:

- Educators and/or DTK will clean and disinfect counters, door knobs, tables, and garbage cans including diaper pails. Bleach or an approved EPA disinfectant will be used. Disinfectant solutions will be labeled and stored according to manufacturer’s instructions and in a secure place out of the reach of children.
- Although all equipment, items, and surfaces are disinfected as needed to maintain a sanitary environment, the following additional guidelines are also followed:
 - All eating surfaces must be disinfected before and after each use
 - The following items, equipment, and surfaces must be disinfected after each use:
 - Diapering surfaces
 - Mops used for cleaning body fluids
 - Toys/Manipulatives coming into contact with bodily fluids
 - Bibs
 - Thermometers
 - Water tables and water play equipment
 - Cots
 - The following items must be monitored for cleanliness and disinfected at least daily by Educators or DTK Staff:
 - Toilets and toilet seats
 - Containers, including lids, used to hold soiled diapers
 - Sinks and sink faucets
 - Drinking fountains
 - Play tables
 - Smooth surfaced, non-porous floors
 - Mops used for cleaning
 - Dishes
 - Doorknobs, bathroom stall handles, and cabinet handles
 - Toys/manipulatives used by children under the age of two
 - The following items must be monitored for cleanliness and disinfected at least weekly:
 - Toys/manipulative used by children over the age of two
 - Bedding such as blankets (will be sent home for laundering)
 - Clothes used for dramatic play
 - Machine washable cloth toys

PREVENTING CHILD ABUSE AND NEGLECT STRATEGIES

These preventive strategies are designed to protect the children in the JADLC and to protect the JADLC staff and volunteers from being wrongly accused of incidents involving child abuse.

- The JADLC has established a comprehensive, pre-employment screening procedure to identify staff who may not be suited for working with children.
- The JADLC will take any allegation or suspicion of child abuse seriously and will respond accordingly.
- Educators understand the legal obligation to report suspected abuse.

- Policies, procedures, and training are available and reviewed annually relating to discipline, supervision, staff/participant interaction, staff and volunteer code of conduct, etc.
- Staff understands what practices may be considered abusive and the difference between what may be considered appropriate and inappropriate touch. Educators communicate frequently with parents/guardians.
- Parents/guardians understand our open-door policy, which communicates that they can visit unannounced and are encouraged to do so.
- Staff strives to identify burdened parents/guardians and offer support and referrals for help.

MANDATED REPORTING

In order to insure the well being of the children in our care, our educators have a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subject to criminal penalties if we fail to report such possible harm. As a licensed facility, we are mandated by Florida State Law to report all incidents of abuse or neglect to the Department of Children and Families.

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE

In the event that there is an accusation or suspicion of child abuse, the JADLC will take prompt and immediate action as follows:

- At the first report or probable cause to believe that child abuse has occurred, the individual will notify the Director, who will then review the incident. If the Director is not immediately available, the individual should report the incident to the Director of Preschool Ministries.
- The person receiving the initial report will be responsible for confirming the facts reported and the condition of the child on the day of the first report.
- Data concerning the child will be obtained through discussion with the initial reporter and the other staff.
- After the information is received and documented, the Director will then determine if DCF needs to be notified. If so, she will call the Abuse Hotline. If the staff member disagrees with the Director's decision not to report it, it is lawful for the staff member to contact the Abuse Hotline individually.
- All JADLC and volunteers must be sensitive to the need for confidentiality with the handling of this information, and therefore, should only discuss the incident with the Director. All reports must be kept in a secure location.

EMERGENCY PREPAREDNESS PLAN

Emergency Evacuation Plan

Please review the below plans for the evacuation of the Preschool Building to familiarize yourself with your responsibilities as the JADLC Staff should an evacuation be required. Thank you for your diligent attention to this very important matter.

ADULT RESPONSIBILITIES DURING EVACUATION:

- In the event an alarm sounds – immediately prepare to evacuate the building. Always follow the plan as if there is a real emergency. **Never** assume it is only a drill.
- Proceed with evacuation until the Director informs you that it is safe to return to the classrooms.
- Use your evacuation checklist located in your backpack.
- Take your evacuation map, backpack and sign-in sheet with you.
- If time allows, take purses, Bibles, and personal valuables with you, since returning to the classroom may not be possible in the event of an emergency.
- Following the evacuation route specified on your map, proceed to the assigned stairwell or crosswalk.
- Once in the stairwell, Pre-K is to use the middle (left hand) portion of the stair leaving the right hand portion for the use of the 2s& 3s and their teachers.

- Exit the stairwell only through the ground floor, exterior exit door.
- Two Year Olds, Pre-3, and Pre-K classrooms should always proceed to the Children's Building/Welcome Center (1" floor lobby) unless instructed otherwise by FBJADLC.
- Infants and Toddlers should use the crosswalk to enter the Children's Building from the second floor of the Preschool Building.
- Remain on sidewalks at all times and cross the street only at the intersections.
- Situate your group in the lobby of the Welcome Center according to the attached plan.
- Keep your class together by seating them on the floor.
- Check sign-in sheet to verify children by name and make sure they are present.
- Do not allow the children to mix with other classes.
- Wait for instructions by the JADLC Director.

RELEASING CHILDREN TO PARENTS:

Should a return to the classroom **not** be permissible, parents will be directed to the Welcome Center to pick-up their children. The following are procedures for the release of children:

- Children shall be released to an adult parent or guardian only
- Rules for release from the classroom shall apply for release during an evacuation
- One teacher will be responsible for recording, on the sign-in sheet, the name of the adult to whom that child was released. All sign-in sheets must be turned in to the office staff before teachers will be released from duty.
- All teachers are to remain in place until they are released by the Director

RETURNING TO CLASSROOMS:

Should it be permissible, your group will be directed by the Director to return to your classroom. In that event follow these procedures:

- All groups returning to third floor classrooms are to make their way to the Preschool Building Lobby via the crosswalk.
- Take the elevators to your floor and proceed to your room
- Should your group not be able to fit into a single elevator cab, an adult teacher will ride with the children to your floor and another will remain with the remaining children in the lobby until another cab is available

TORNADO AND SEVERE STORM:

In the event of incimate weather – tornado, hurricane, excessive winds, etc. the First Baptist Junior Academy and Developmental Learning Center will be prepared to evacuate children as necessary. Incimate weather evacuation will be communicated via radio.

Begin evacuating all students to Rooms 314 and 315 on the third floor and 224 and 225 on the second floor. Avoid windows and glass doors. Have older students tuck their heads between their legs or use blankets. Take Emergency Backpack (parent emergency numbers, cups, water, paper, crayons, and flashlight).

- Take sign in sheet, Emergency Backpack, and teacher cell phone. Check hidden areas for students and close shelter door.
- Listen to storm radio to keep updated.

LOCKDOWN:

In the event of an emergency in the sanctuary or hallways of First Baptist Church (FBC) or the presence of a suspected dangerous individual, persons, or situation, the Preschool Ministry of FBC, including the Junior Academy and Developmental Learning Center, will be prepared to activate lockdown procedures.

The notice of lockdown will be communicated by FBC and/or JADLC Staff via radio and/or intercom announcement. Teachers will hear the command "Prepare rooms for lockdown immediately." This message will be repeated several times over radio and/or intercom systems.

- Lock doors and windows (move table in front of door) in classroom. Move to Rooms 314 and 315 on the third floor and 224 and 225 on the second floor, *if needed*. Directions to move to these rooms from current classrooms will be communicated via radio. REMAIN IN YOUR CLASSROOMS UNLESS SPECIFICALLY DIRECTED TO MOVE TO THE INNER ROOMS.
- Keep staff and students calm and turn to the news.
- Notify parents that they are not to pick up students until they are notified of an ALL CLEAR, which will be as soon as possible. Staff is to stay in the building until ALL CLEAR and all students are picked up by parents.

PRESCHOOL BUILDING EVACUATION CHECK LIST:

In the case of an emergency evacuation, please follow the instructions listed below:

- Locate the room sign-in sheet and take it with you.
- Locate the walking ring from the Emergency Backpack mounted on the wall.
- Count the children
- Check the restroom for children.
- Locate the evacuation route map and the Emergency Backpack mounted on the wall and take it with you.
- Instruct the children to form a line, holding onto the walking ring.
- All children on the third floor are to walk to the exit location.
- Children on the second floor should be placed in the evacuation cribs and rolled through the hallways following their designated route.
- Calmly and quietly evacuate along the exit route shown on your map.

DCF SAFETY AND SECURITY HIGHLIGHTS:

- Each age group or class must have a written and followed plan of scheduled daily activities posted in a conspicuous location accessible to parents.
- Heating and air conditioning vents, filters, exhaust fans, air vents, ceiling fans, and dryer vents must be clean and free from dust and lint build-up.
- All areas and surfaces accessible to children shall be free from toxic substances and hazardous materials.
- All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials must be labeled. These items, including knives, sharp tools, and other potentially dangerous hazards, shall be stored in either a locked area or must be inaccessible and out of a child's reach.
- All rooms must have and maintain lighting the equivalent of 20 foot candles at three feet from the door to allow for supervision.
- The outdoor play area shall be clean, free from litter, nails, glass, and other hazards.
- A minimum distance of 18 inches must be maintained around individual napping and sleeping spaces – except a maximum of two sides of a napping or sleeping space may be against a solid barrier, such as a wall.
- Napping and sleeping spaces shall not interfere with Exit areas, which must remain clear in accordance with fire safety regulations.
- Running water, soap, trash receptacles, toilet paper, and disposable towels or hand drying machines that are properly installed and maintained shall be available and within reach of children using the toileting facility.
- The operator shall prepare and post an emergency evacuation plan in each room of the facility.
- A child care facility shall make available toys, equipment, and furnishings suitable to each child's age and development and of a quantity for each child to be involved in activities.
- Toys, equipment, and furnishings must be safe and maintained in a sanitary condition, and shall be cleaned and sanitized or disinfected immediately if exposed to bodily fluids, such as saliva.
- All playground equipment shall be securely anchored, unless portable or stationary by design, in good repair, maintained in safe condition, and placed to ensure safe usage by the children. Maintenance shall include inspections, at least every other month, of all supports above and below the ground, and all connectors and moving parts. Documentation of maintenance inspections shall be retained for one year.

- Permanent or stationary playground equipment must have a ground cover or other protective surface under the equipment that provides resilience and is maintained to reduce the incidence of injuries to children in the event of falls.

ITEMS TO INCLUDE IN EMERGENCY BACK PACKS:

Items should vary depending on the age group where the bag will be used.

Evacuation Map
 Evacuation Instructions
 Flashlight
 Walking Rope
 Pen
 Wet Wipes
 Plastic Gloves
 Band-Aids
 Diapers
 Class Activities
 Bubbles
 Incident Reports
 Gauze
 Medical Tape
 Bottled Water

EMERGENCY SCHOOL CLOSINGS:

First Baptist Junior Academy & DLC DOES NOT necessarily follow the Duval County Public Schools with regard to Emergency School Closings, delayed starts, or re-openings. At times, emergencies such as severe weather, fires, power failures, or law enforcement issues can disrupt operations. In extreme cases, these circumstances may require the closing of the school. A message will be sent to all faculty, staff and parents via email, social media, and/or phone.

DRESS CODE

The school dress code is intended to provide neutrality for all students clothing (economically and socially) and limit the distractions associated with a non-uniformed school environment. First Baptist Junior Academy and DLC Administration has the right to determine any trend, fashion, or fad inappropriate for school activities.

Two and Three Year Olds

Boys and Girls:

Tops and Bottoms: Comfortable play clothing; please avoid aggressive characters or titles. Girls should wear modesty shorts under dresses and skirts.

Shoes - Closed-toed shoes; Flip-flops, and bedroom slippers are not permitted.

Pre-K

Girls:

Slacks/Shorts/Capris/Jumpers - Navy, black, khaki, or uniform plaid (skirts, skorts, shorts, and dresses will be no shorter than 3" above the knee.) Please wear modesty shorts under dresses and skirts.

Shirts - Collared Polo (solid colors of red, white, or black, FBJA logo optional) or white blouse;

Turtlenecks (solid colors of red, white, or black, FBJA logo optional) may be worn UNDER polo shirts;

Sweatshirts and sweaters (red, white, or black) to be worn over collared shirts (plain front, solid color, without hoods, FBJA logo optional).

Dresses – Red, white, or black polo dresses with modesty shorts (FBJA logo optional)

Boys:

Slacks/Shorts - Navy, black, or khaki (shorts will be no shorter than 3" above the knee.)

Shirts - Collared Polo (solid colors of red, white, or black, FBJA logo optional) or white oxford,

Turtlenecks (solid colors of red, white, or black, FBJA logo optional) may be worn UNDER polo shirts; Sweatshirts and sweaters (red, white, or black) to be worn over collared polo or oxford shirts (plain front, solid color, without hoods, FBJA logo optional).

Undershirts must be plain white, and must not be visible at any point except at the collar.

Accessories: All Students

Boys: No earrings or spacers on campus or at FBJA events.

Girls: Leggings, tights and socks must be solid colored in FBA dress code family colors (red, white, black).

Boys and Girls:

Shoes - Closed-toed shoes

Flip-flops and bedroom slippers are not permitted

Hair:

Boys: Hair must be above the eyebrow, may come to the middle of the ear and at the collar.

Hair may be highlighted or colored with natural hair colors.

Girls: Hair may be highlighted or colored with natural hair colors.

Please Note: Gothic-type apparel including belts, wrist bands, tattoos, etc. are not permitted.

Parent/Volunteer Dress Code: Parents who volunteer at school or who need to be on campus for a period of time are expected to follow the same guidelines as students and faculty/staff. Please pay special attention to the length of dresses or skirts and blouses/tops that are low cut, see through, or that do not cover the stomach.

Children wearing apparel that does not meet the dress and safety code will have to change into appropriate clothing. Please help us avoid upsetting your child by adhering to the standards listed above. Habitual violations of the dress code require a parent conference with the Director.

DISCIPLINE

At First Baptist Junior Academy and DLC, we use positive discipline, redirecting behavior, and providing alternatives to the children. We believe that good discipline consists of consistent, positive training in the right direction. Our staff must have the right to correct a child's behavior, when and if necessary, in order to maintain a pleasant atmosphere. By providing an environment where participation in activities is consistent, fun, and rewarding, good behavior becomes a natural part of the experience. We use **positive** reinforcement and praise to encourage appropriate behavior. It is our policy:

1. To use positive communication techniques. We want the child to become calm, express his or her feelings, and take responsibility for actions.
2. To redirect the child to another activity.
3. To allow the child to make limited choices.
4. To give the child a brief period of separation from the group, if necessary, to consider his or her actions and then be able to return to the activities.

If a child displays inappropriate behavior on a regular basis, the parents will be consulted for help and support. If the inappropriate behavior continues or escalates following the consultation, withdrawal may be necessary. The following activities are prohibited: physical punishment, humiliation, ridicule, or profane, threatening or abusive language, or punishment associated with food, naps, or toilet training. Our goal is to have every child achieve positive growth in all areas. With that goal in mind, we must work together to guide each child toward personal success.

SPIRITUAL EMPHASIS

BIBLICAL WORLDVIEW INTEGRATION

First Baptist Junior Academy and DLC is a Christ-centered school. As such, it is vital that there be focus and implementation of Biblical Integration in all areas of academic accomplishment. The primary means to accomplishing Biblical Integration at the JADLC encompasses the provision of a Christ-centered atmosphere for school personnel, students, and families. This atmosphere will be realized and enhanced through consistent prayer, Bible stories, training, nurturing, and shepherding of students and their families. A second path to attaining Biblical Integration is through the deliberate merging of the Biblical Worldview into all areas of curriculum content as the instructional staff consistently strives to inform and influence student learning. This will be achieved by intersecting the truths of Scripture with the teachings of the various curricula. Biblical Integration includes the immersion, demonstration, and influence of Biblical doctrine and truth as it relates to all aspects of learning.

SPIRITUAL CLIMATE

Truth is our cornerstone at First Baptist Junior Academy and DLC in the person of Jesus Christ. As the world around us continues to deteriorate, we must continue to be a lighthouse. Through the JADLC's hiring practices based on accepting Christ as personal Savior, our teachers and staff reflect the truth by the way they are expected to live on campus as well as off-campus. The Bible stories, Biblical integration throughout all of the curriculum, innovative chapels, community service, and our partnership with the church all point in the same direction: integrity and truth. Our goal is to intentionally build strong foundations of faith in the lives of our preschoolers.

CHAPEL

Chapel services are held weekly for children beginning at the age of two. Two Year Olds (music only) through Pre-K enjoy a time of worship followed by a special Bible story and offering collection to help other people. This is a great time of singing, hearing a Bible story, and learning how to apply these truths to our lives today. Parents are encouraged to participate.

COMMUNICATION

INFORMING

We encourage you to take the time to thoroughly read all materials sent home so we can best serve your family. You will receive a school newsletter and calendar to keep you informed of news, special events, and holidays. Teachers and Administrators will also send home various communications as needed.

Please do your part to keep us informed, as well. If there are unusual circumstances at home – illness, a traveling parent, a late or restless night, for example – mention it, write a note, or email it to the Director or your child’s teacher. The information will be handled confidentially and will give insight to possible “rough spots” in your child’s day.

We always appreciate your insights, comments, questions, and concerns, but drop off and pick up are busy times. If you need to talk to one of our staff at length, please call at an appropriate time or schedule a conference.

RE-ENROLLMENT

When you enroll your child at the JADLC, it is for the calendar school year. You will receive instructions in January as to re-enrollment procedures for the new year. Children wishing to withdraw for summer months must follow withdrawal procedures.

GENERAL

MEALS

If here for the full day, your child will be served a nutritious lunch and two snacks daily. Preschoolers present for the morning programs will receive one snack. Note - if food allergies are present, please note concerns on the Medical History Form and communicate this information during the family interview.

REST TIME

Full time students have an opportunity to rest each day. A cot will be provided for children beginning at the age of twelve months. Parents will need to supply a sheet and small pillow (if desired) and **blanket** (required). These items will be sent home on Fridays to be laundered. All items must be placed and zipped securely in the school-issued tote bag. If the child wishes to bring a small stuffed animal for rest time, it must fit into the zipped tote bag. If a tote bag is lost during the school year, a new one must be purchased at a cost of \$10 to the parent.

TOYS

Toys should be left at home unless special permission is granted by a teacher for events such as "Share Day." During such events, toys must be stored in cubbies until the teacher-appointed time.

SCHOOL PICTURES

Children have opportunities for school pictures to be taken during the year. Group pictures, by class, are also taken. Notifications will be given a couple of weeks in advance of the picture date, and order forms will be sent home. If you choose to participate, orders should be placed at the time pictures are taken.

LOST AND FOUND

Lost articles may be reclaimed in the Junior Academy and DLC office. Items in Lost and Found that are not labeled with students' names will be sorted and distributed to areas of need at the end of every month.

SPECIAL EVENTS

PARTIES/GIFT-GIVING

The First Baptist Junior Academy and DLC Director must approve all class party plans.

A child's birthday is very special. Students who wish to celebrate their birthday may bring a snack for the entire class for lunch or snack time. Please contact your child's teacher in advance. School parties are not an occasion to exchange gifts; however, treats and party favors are acceptable at the end of the day or at another time designated by the teacher as long as each child in the class receives one.

No personal party invitations are to be distributed at school unless every child in the class receives one or all students of the same gender receive one. Our goal is that no child would feel excluded by his/her peers from any such gathering.

Flowers and/or gift baskets/balloons may not be delivered to students during class on any school day or at any school-sponsored event or program. Any deliveries may be picked up in the Junior Academy and DLC office.

First Baptist Junior Academy and DLC does not celebrate Halloween. Decorations depicting witches, skeletons, jack-o-lanterns, and haunted houses are not permitted on campus.

First Baptist Junior Academy and DLC celebrates Christmas as the blessed occasion when Jesus, God's Son, came to the earth as a baby. Through His life, death on the cross, and subsequent resurrection, those who place their faith in Him are saved for all eternity (John 3:16) from the penalty of sin which is eternal hell and separation. As such, our activities, parties, and projects should draw attention to Jesus, not man. Gift exchange among students will not be held. Teachers will be directed not to open student gifts in front of the entire class, in order to avoid any hurt feelings by students who may not have been able to purchase a gift for the teachers.

SHARE DAY

Beginning in Preschool 3 classrooms, children will enjoy participation in Share Day each Friday. Items should reflect the weekly theme or letter of the week as specified by the teacher each week.

Share Day items should never include weapons or other materials that depict or portray violence, disrespect, or rudeness, nor advertise items or behavior inappropriate for young children.

TEACHER APPRECIATION WEEK

Teacher Appreciation Week will be celebrated annually. Please see the calendar for specific dates. All activities during the week will be coordinated by the Junior Academy and DLC Administrators and shared with families well before the event.

GRANDPARENTS' DAY

First Baptist Junior Academy and DLC believes family involvement in children's educational experiences is important. Grandparents' Day was organized to honor the significant role that grandparents play in the lives of children and to give them a peek at their grandchildren's school lives. Held annually, Grandparents' Day includes a reception, classroom visit, and special activities during the morning.

PRE-K GRADUATION:

At the end of the school year, First Baptist Junior Academy and DLC will have a Pre-K Graduation. This is a very special time for children and parents. A graduation gown will be provided for each child to wear the evening of the ceremony. The cap and tassel will be yours to keep at the end of the evening. Graduation fees are required. Information will be distributed beginning in April.

PARENT INVOLVEMENT

VOLUNTEERS

Parents are always welcome at school as an observer and/or a participant in a special activity. During the early weeks of school, we discourage long visits as they disrupt the bonding of children to each other and their teachers, but there are many opportunities throughout the year for you to help in the classroom or in a general way at school.

Most often, it is best to arrange your visit at school with the teacher or Director. Please do not bring siblings when you come to observe or assist. Make the time you spend at school special for your child. In addition, it is difficult to focus on the children and task at hand while giving adequate supervision to younger children. Our classrooms and playground are set up for specific age groups and activities. Materials and equipment accessible to the children may not be safe and/or suitable for other ages.