

**WEEKDAY EDUCATION MINISTRY
MISSION STATEMENT**

Burnt Hickory Baptist Church Weekday Education Program is a ministry of Burnt Hickory Baptist Church seeking to provide developmentally appropriate classroom settings where preschoolers experience the love of Christ as they learn basic skills.

Notice of Nondiscriminatory Policy As To Students

Burnt Hickory Baptist Church Weekday Education program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and athletic and other school-administered programs.

**BURNT HICKORY WEEKDAY EDUCATION PROGRAM
OFFICE PHONE NUMBER 770-590-0434**

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WEEKDAY EDUCATION COMMITTEE

Lisa Henson
Tina Holloway
Marla Raines
Kristi Rose

Preschool Office Telephone Number: 770-590-0434

Pastor: Rev. Mike Stephens

Church Address: Burnt Hickory Baptist Church
5145 Due West Road
Powder Springs, GA 30127

Church Phone: 770-590-0334

Please use church number only in an extreme emergency.

WEEKDAY EDUCATION STAFF

Weekday Education Director:	Joy McKinney	770-974-8713 (home)
Weekday Education Associate Director:	Melodie Presley	
Front Office Personnel:	Jan Sowell	
Weekday Financial Office:	Sue Mikula	

Teachers of 12 - 18 Month Olds:
Jerry Stedtefeld Charlotte Banks

Teachers of 18 - 24 Month Olds:
Kathy Goscha Tammy Thrower

Teachers of 2 Year Olds:		
Jenny Brown	Elizabeth Delashmit	Georgette Davies
Olga Holmes	Kelly Morrison	Tammy Perry
Karyn Presley		

WEEKDAY EDUCATION STAFF - continued

Teachers of Older 2 Year Olds:

Lauri Addams Wanda McCowen Karyn Presley

Teacher Assistants for ages 2 and under:

Lauri Addams Kathryn Harper Cathy Magwood

Teachers of 3 Year Olds:

Regina Aycock Georgette Davies Robin Jones
Lori McCracken Jenni Van Rensselaer Gaby Villari

Teachers of Older 3 Year Olds:

Pauline Nawrocki Patti Pack Tammy Perry

Teachers of 4 Year Olds:

Chrissy Appling Clare Cheshire Lexanne Fricks
Tricia Hybart Sandy Pope Robin Smith

Teachers of Early 5's:

Barbara Nelson Crystal Newton Betty Stephens

Kindergarten Teachers:

Melinda Sanford Judy Smith

Kindergarten Centers Room Teacher: Joy Thomas

Music Teacher: Michelle Knotts

Computer Teacher: Heather Smith

Spanish Teacher: Olga Holmes

Teacher Assistants:

Kim Bell Angie Camp Janet Cheshire
Pam Chidester Kristen Claxton Linda Clay
Janet Coleman Becky Godfrey Mariela Exposito
Lisa Herring Joanna Jones Rose Moore
Cathy Norman Beverly Pleinis Denise Rose
Cecilia Stanley Wendy Strickland Katie Thomas
Wendy Van Voorhis Sharon Vickers

FROM THE DIRECTOR AND STAFF

Welcome to Burnt Hickory Weekday Education Program. We are glad that you have chosen to place your child with us. We feel that every child is special and every parent is important. It is our desire that every child develop a positive attitude about themselves and school.

Our classes provide the opportunity to learn Bible stories and verses, development through interactive play with other children, planned structured activities, singing, creative movement, and dramatic play to encourage learning.

You will receive a monthly calendar outlining the activities planned for your child's class. If you have further questions about the daily activities or the program, please feel free to call us at 770-590-0434.

We are excited to be working with you and your child and are planning a wonderful, fun-filled year.

OUR PURPOSE

Burnt Hickory Baptist Church Weekday Education Program is a ministry of Burnt Hickory Baptist Church. Our goals are to...

- * Provide a safe, happy, Christian learning environment.
- * Encourage children to grow spiritually, intellectually, physically, emotionally, and socially.
- * Accept each child at his/her developmental stage and facilitate his/her continuing growth.
- * Minister to families through communications, availability, and presentation of the gospel.
- * Support families in the important task of teaching children.
- * Remember according to Psalm 139:14, everyone is "... fearfully and wonderfully made."

Thank you for sharing your child with us. It is a privilege for us to have the opportunity to be a part of your child's life this year.

Expect to hear from us often in the form of newsletters, calendars, and notes. We welcome and appreciate your suggestions and comments.

We are looking forward to a fantastic year together!

POLICIES

REGISTRATION

A **non-refundable registration fee** is due upon enrollment into the program. This fee guarantees the child a place and helps purchase supplies. This fee may be prorated if a child registers after the school year begins. The registration fee during the year is prorated as follows:

- First three months – full payment of fee
- Next three months – one half of fee
- Last three months – one third of fee

Preferential registration for the following year is given to currently enrolled families and church member families. No registration forms for the following year will be given out or mailed out before registration begins in February. Registration forms for the following year will be given out or mailed out to the community only after in-house registration has occurred. Information will be made available, but no forms. Every child enrolled will need to have a signed financial contract, teacher request form, class list information form, and permission to display photographs form. Samples of these forms are included in this handbook.

ENROLLMENT

Enrollment is for the entire school year and there will be no refunds for absences. Our 2012-1013 school year runs from August 20, 2012 through May 17, 2013, closely aligning with the Cobb County School District calendar.

A birth certificate (does not have to be a certified copy) and a Georgia 3231 Immunization Form needs to be turned in to our office in order for your child to start school.

Each child will be placed by the director. No requests for specific teachers will be taken.

The ages of children admitted are as follows:

- 12-18 month class – 1 year by September 1st and walking
- 18-24 month class – 18 months by September 1st and walking
- 2 year classes – 2 by September 1st
- Older 2's classes – turning 3 between September 2nd and December 31st
- 3 year classes – 3 by September 1st
- Older 3's – turning 4 between September 2nd and December 31st
- 4 year classes – 4 by September 1st
- Early 5's – turning 5 between September 2nd and December 31st, class is also open to students who are already 5 on September 1.
- Kindergarten – 5 by September 1st

All children entering classes for 3 year olds and up must be completely potty trained. Completely potty trained means a child is able to wear regular underwear (not pull-ups), can verbalize the need to potty to an adult, is capable of manipulating his/her clothing to potty, can wipe his/herself, can flush, can wash and dry hands.

We will not accept a child for enrollment or continue a child's enrollment in the program where the program staff determines that services necessary to protect the health and safety of the child and staff while at the school cannot be provided.

ONE MONTH'S WRITTEN NOTICE IS REQUIRED IF A CHILD WITHDRAWS FOR ANY REASON DURING THE SCHOOL YEAR. Please give official notice of withdrawal to the Weekday Education Director.

SAMPLE FORM

STUDENT'S NAME: _____

FINANCIAL COMMITMENT 2012-2013 SCHOOL YEAR

I understand that my financial commitment to Burnt Hickory Baptist Church Weekday Education Program includes a registration fee and activity fee as well as tuition. _____
initials

I understand that the registration fee is non-refundable. _____
initials

I understand that my child is enrolling for the entire school year and that tuition is based on an annual fee, paid in ten installments, and is not a fee per day or a fee per month. Refunds will not be given for sick days, inclement weather days, holidays or circumstances beyond our control. _____
initials

I understand that the first tuition payment is due by June 1, 2012. If withdrawal becomes necessary, a refund of the first tuition payment may be given provided that notice of withdrawal is made in writing prior to June 30, 2012. No first payment refunds will be issued after July 1, 2012. _____
initials

I understand that beginning in September, the remaining nine payments will be due on the 1st of the month preceding the month of attendance. Payment will be considered late after the 15th of the month and a late charge will be assessed. _____
initials

I understand that all children enrolled in the program have an activity fee which is due at registration. Kindergarten students have an additional book fee which is also due at registration. _____
initials

I understand that if I decide to withdraw my child written notice is required. I understand that after school starts, a thirty (30) day written notice is required. _____
initials

I understand that non-payment of tuition subjects my child to dismissal from the program. _____
initials

(Signature of Parent or Guardian)

(Date)

TEACHER REQUESTS

I understand that **no** request for a specific teacher will be taken for the 2012-2013 school year. Each child will be placed by the director. _____
initials

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Burnt Hickory Baptist Church Weekday Education Program admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

SAMPLE FORMS

We also ask that a permission form be signed to include/exclude personal information. The following is an example of this form.

CLASS LIST INFORMATION

Burnt Hickory Weekday Education Program requests permission to publish your child's name, address, telephone number, email address, and parent's names on a class list. This list would be distributed only to other families in the weekday program.

_____ Permission is granted for our information to be included on the class list.

_____ Permission **is not granted** for our information to be included on the class list.

(Signature of Parent or Guardian)

(Date)

PERMISSION TO DISPLAY STUDENT PHOTOGRAPH/NAME

I hereby grant permission to Burnt Hickory Baptist Church to use or publicly display my child's photograph, video image, or audio clip on the Burnt Hickory Baptist Church website or Burnt Hickory Weekday Education website, or other official church publications without further notice. I acknowledge the church's right to crop, edit, or treat the photograph, video, or audio clip at its discretion.

I understand that once my student's photograph, video image, or audio clip is published on a website, it can be downloaded by any computer user. I understand that a student's name may be published along with the student's picture.

Therefore, I agree to indemnify, defend, and hold harmless the members of the Burnt Hickory Baptist Church staff, volunteers, employees, agents, successors, and assignees (the "Indemnified Parties") from and against any and all claims and liabilities resulting from this publishing.

_____ Permission is granted for the use requested above.

_____ Permission **is not granted** for the use requested above.

(Signature of Parent or Guardian)

(Date)

SCHOOL HOURS

PARENTS OF CHILDREN **2 AND UNDER** should walk children to their classrooms and make sure that a teacher is present before leaving. Children should not arrive before 9:00 AM. Prior to 9:00, the staff members are preparing the classrooms for the day and participating in staff meetings. We suggest that children be handed over the gate or allowed to walk through the gate into the classroom on their own. We ask that parents do not enter the classroom at drop off time.

Children should be picked up promptly at 1:00 PM. Each child needs to be signed out at the classroom door. After 1:05, a late fee of \$1.00 per minute will be charged. After 1:00, the remaining children will be taken to the director's office to be picked up and signed out on a "Late For Pick Up" sheet. This sheet will be used to determine if a pattern of lateness develops. If habitual lateness becomes a problem, the child may be dismissed from the program.

PARENTS OF CHILDREN IN THE **3 AND OLDER** CLASSES are encouraged to use our carpool line to drop off and pick up their children. Kindergarten hours are 8:45 – 12:45 each day with drop off beginning at 8:35 and pick up beginning at 12:40. All other classes meet from 9:00 – 1:00. An adult will greet the children at the cars and at the door until 9:15 AM. After 9:15 AM, please park and accompany your child to the office to sign in and then escort your child to the classroom. Dismissal for children ages 3 and up will begin at 12:50 and end by 1:15. Parents will be notified of any variation of this schedule. For the safety of your children and our staff, we request NO CELL PHONES IN CARLINE, please!

It is very important that children ARRIVE ON TIME AND BE PICKED UP ON TIME. If there is an emergency causing a delay in pick up, please notify our office at 770-590-0434. When the pick up carline is over at 1:15, any children remaining will be taken to the weekday office to be signed out on a "Late For Pick-up" sheet. If anyone becomes habitually late bringing or picking up his/her child, a late fee of \$1.00 per minute will be charged. If this situation continues, the child will be dismissed from the program. If you choose **not** to use the carline in the morning, you must park in the **front** parking lot and deliver your child to his/her classroom. If you chose **not** to use the carpool line in the afternoon, you must also park in the **front** parking lot but you will have to walk around the outside of the building to the **back** entrance with your child's carpool number. Children are only dismissed from this rear door during afternoon pick-up. A staff member will deliver your child to you outside. Please do not enter the building during carline dismissal.

If a child is to be picked up by anyone other than the parent, a written note is required from the parent.

If there is an emergency necessitating a change in pick up, please call the weekday office at 770-590-0434 to make arrangements for the dismissal of your child.

CONCERNING SEPARATION ANXIETY UPON ARRIVAL

Since all of our students ages 2 and younger are brought into the building by a parent, sometimes it is difficult for the child to let the parent leave. We have found that the quicker the parent leaves, the easier it is on the child to separate and the better the child does.

If you are concerned about leaving a child who is upset, you may wait outside of the classroom in a location where your child cannot see you; however, we suggest that you go ahead and leave the campus. Usually by the time you get to the car, he/she will have settled into the class. **Please do not go into the classroom.** If the parent of one child comes into the classroom, this might help to settle that child, but often upsets all of the other children in the classroom who may also be missing their parent.

If the teacher is allowed to comfort your child, reassure him/her that you will return soon, and involve your child in an activity, the fears and tears quickly disappear. We will not allow a child to cry for an undue amount of time. ***You may call the office and check on your child at any time.*** If we cannot calm your child down, we will call you and allow you to decide whether to come back and pick up your child early. We want every child to have a positive experience here and will work with you to achieve that goal.

BITING

Young children do bite for a variety of reasons. When this occurs, it is frustrating for all involved. We will deal with this issue on an individual basis, seeking the cause, and using appropriate discipline in the classroom. Recurring frequent biting may be cause for dismissal from the program. Please understand that we have a commitment to all families enrolled to work out the best solution for all children involved.

FLAG SYSTEM

We use a red and yellow system to indicate an unfavorable weather condition.

If a red flag is hanging at our carpool area, this indicates that our school is closed for the day. If a yellow flag is hanging at our carpool area, school is in session but the weather is too severe for our staff to be outside unloading or loading children. You may choose to park and come inside the building yourself or wait for the severe weather to pass.

DELAYED START DAYS

In the event that Cobb County School District cancels school for the day **or** has a delayed start day, BHBC will ***NOT*** have school.

PARENT CONFERENCES

Parent conferences are only for children in the 3 year and older classes. Within the first 8 weeks of school, your child's teacher will call you to let you know how your child is adjusting to school. Parents of children attending 3's, 4's, or early 5's will have a phone conference at this time. Kindergarten parents will have a face-to-face conference at this time. Parent/teacher conferences are also scheduled for March 2013 for all 3's, 4's, early 5's and kindergarten. The spring conference will be a face-to-face conference. School will be open as usual during conference week. If you need to talk with a teacher at any time, please feel free to call your child's teacher or the director. We want to be available to answer questions as the need arises.

MESSAGES

Please send all messages to the school **IN WRITING**. Verbal messages are not dependable. When it is necessary to call the school, please remember that teachers are in class until 12:45 or 1:00. Unless it is an emergency, leave a message in the office and the teacher will call you after dismissal.

CLOTHING

Please allow your child to wear loose, comfortable, washable clothing. We also recommend that children be encouraged to dress themselves at home. This does wonders for a child's self – confidence! Sweaters, coats, hats, gloves, or anything a child may take off **SHOULD BE LABELED** with the child's name and be large enough for the child to put on by himself or with little help. Shorts and slacks are acceptable. Tennis shoes are recommended. Cowboy boots, flip flops, or Croc type shoes **MAY NOT BE WORN**.

For your younger students, please label all items that your child brings to school, such as bottles and/or sippy cups, using your child's first and last name.

SNACKS

For children 2 years and younger, snacks are provided for your child. ***Please notify your child's teacher of any food allergies.*** We will provide water to drink. If you would like for your child to have juice, please send it in his/her bag.

For the 3 and 4 year classes, about once a month each child will be responsible for providing a snack for his/her entire class, including the teacher and assistant. To keep you informed, each teacher will send home a calendar with a schedule showing each child's turn. We ask that you provide a healthy snack of fruit, crackers, cheese, etc. Cookies or snack cakes are okay, but please do not send anything too sweet or gooey. Homemade goodies are always welcome. Water will be served at snack time.

If your child has a specific food allergy, please notify the director and the teacher in writing before school begins. Arrangements will be made on an individual basis to provide an environment that is sensitive to your child's needs.

The school will furnish the paper products and keep "back-up" snacks on hand. Each 3 and 4 year class will have a special snack container that will come home with your child when it is his/her time to bring the snack. We encourage you to let your child help decide what to bring. We also encourage you to consider sending a snack that goes along with the current unit of study or emphasis of the week. The calendar will contain information about themes, colors, letters, number, etc. for each month.

For the Early 5's and Kindergarten classes, each child will bring his/her own snack daily.

LUNCH

Please send your child with his/her lunch each day. All classes, except Kindergarten, will be eating lunch at school. Lunches will NOT be needed on party days.

BIRTHDAYS

Special attention is given to birthdays. You are invited to join the class at snack time on that special day. Please contact the teacher if you plan to come to school for your child's birthday. In each classroom, the teachers try to schedule this special snack day on or very near the child's birthday. A decorated cookie or other special treat is appropriate and you may provide special plates, cups, and napkins. We ask that NO goodie bags, party favors, or balloons be given to the class. Also, no invitations to parties can be sent home through the school.

PARTIES

Several class parties are scheduled for the year. Parents are asked to sign up to help with these parties. Parents are invited and encouraged to attend all the parties to share in this special time. **NO GOODIE BAGS OR BALLOONS ARE ALLOWED AT ANY PARTY**, including birthdays.

SHARE TIME

Share time is usually reserved for our 3 year and older classes. Each individual class will have a special procedure for "share time," also known as "show and tell." Each classroom teacher will explain how "share time" works in her classroom. Some classes combine "show and tell" with their snack day. Please have your child bring ONE thing that will fit in the book bag to show. ***We ask that no toy guns, swords, or other weapons be brought to school.***

A NOTE ABOUT NOTES

If your home phone number, work phone number, or emergency number should change, please notify us immediately in writing.

Please send a note if your child will be leaving school with someone other than the usual pick-up person.

We will not send home any solicitations other than those that come directly from the weekday education program or Burnt Hickory Baptist Church.

REASONS FOR DISMISSAL

Non-payment of fees can result in dismissal. Any account as much as 30 days in arrears will make the child subject to suspension until payment is made. However, if a financial need arises that interferes with regular payment, please contact the director for options before dismissal is imminent.

Extremely disruptive, destructive, or dangerous behavior of a child will be cause for dismissal. Every effort will be made to work with the parents, and a trial period can be arranged.

Repeated tardiness in arrival or picking up a child can result in dismissal from the program.

PLANT POLICY

All plants located in the preschool areas, including offices, classrooms, and welcome centers, will be safe for touching and/or ingesting (but doing such is not encouraged!). Plants placed in the classrooms will be approved by the director and will be located so as not to pose a fall/tip hazard.

ANIMAL POLICY

All animals kept as classroom pets must be approved by the director prior to being placed in a classroom. Procedures for their care and maintenance shall be written and followed.

No poisonous snakes, pit bulls, ferrets, turtles, birds, or any wild or dangerous animals will be kept in the facility.

Animals visiting the facility must be caged and/or on a leash and controlled by owner/handler. Visiting animals, such as "pet day," should be on a leash, or in a cage, and kept outside of the building.

Licensed animal handlers will be allowed to bring animals inside the facility. The handler will be responsible for the animal and clean up.

No animals are allowed in the food prep, food service area, or on the playground.

Stray animals will be reported to animal control. Facilities staff will be notified and asked to assist in the capture of friendly animals.

FEES: TUITION – DIVIDED INTO 10 EQUAL PAYMENTS

1 YEAR OLDS:	1 day/week.....	\$75.00 /payment
	2 days/week.....	\$145.00/payment
2 YEAR OLDS:	(MONDAY & WEDNESDAY).....	\$145.00/payment
	(TUESDAY & THURSDAY).....	\$145.00/payment
3 YEAR OLDS:	(TUESDAY & THURSDAY).....	\$145.00/payment
	(TUESDAY, WEDNESDAY, THURSDAY).....	\$160.00/payment
OLDER 3 YEAR OLDS:	(TUESDAY, THURSDAY, FRIDAY)	\$160.00/payment
4 YEAR OLDS:	(MONDAY, WEDNESDAY, FRIDAY)	\$160.00 /payment
	(MONDAY-THURSDAY).....	\$180.00/payment
EARLY 5's CLASS:	(MONDAY - FRIDAY).....	\$210.00/payment
KINDERGARTEN:	(MONDAY - FRIDAY)	\$ 250.00/payment

Tuition is an annual fee divided into 10 equal payments. You may choose to pay annually, quarterly, or in installments. Tuition is due in advance.....on the 1st of the month preceding the month of attendance. Each family is issued a payment coupon book. Please write your child(ren)'s name(s) on each coupon along with the amount paid. Cash payments should be hand delivered by an adult to the weekday office. A receipt will be issued at the time of delivery.

There will be a late fee of \$10.00 for anyone who has not paid by the 15th of the month attending. There will be **no refunds for days missed** (such as absences of a child, inclement weather, or other instances that necessitate the closing of the facility, etc.).

Any tuition payment as much as 30 days in arrears will make the child subject to suspension until payment is made. If a financial problem should arise, please contact our office.

MAKE CHECKS PAYABLE TO:

**B.H.B.C. WEEKDAY
5145 DUE WEST ROAD
POWDER SPRINGS, GA 30127**

Please mail your check to BHBC Weekday or send your payment with your child. To send payment with your child, please place your check and coupon in a sealed envelope and put inside the school bag. Cash payments should be made in person in the weekday office.

HEALTH & SAFETY ISSUES

The State of Georgia requires a certificate of immunization: **Form #3231** or a notarized exemption form for each child in the program. We must have this form before your child starts school.

The children and teachers wash their hands often with soap and water. Also, waterless hand cleaner is available in each classroom.

In an attempt to cut down on the passing of germs during diaper changes, teachers will place the child on a sheet of waxed paper and wear latex gloves. After each diaper change, these materials will be thrown away and clean supplies will be used for the next child.

Toys are washed with a germicide that is sprayed on and air dried. This is a non-toxic spray that allows us to ensure that germs are not being passed on the toys and that each day the children are presented with clean toys.

ILLNESS GUIDELINES

To protect your child and others at school from certain communicable disease, please keep your child home and/or follow the recommendations offered if your child has any of the following symptoms:

- ✓ **APPEARANCE, BEHAVIOR** – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable is sufficient reason to exclude a child from school and to be medically evaluated.
- ✓ **EYES** - thick mucus or pus draining from the eye or pink eye (conjunctivitis) – may return to school when medical treatment has began.
- ✓ **FEVER** - temperature of 100 degrees Fahrenheit or higher-your child should be **fever free** for 24 hours before returning to school.
- ✓ **GREENISH NOSE DISCHARGE, AND/OR CHRONIC COUGH** - should be seen by a health care provider because these conditions may be contagious and require treatment.
- ✓ **SORE THROAT** - especially with fever or swollen glands in the neck.
- ✓ **DIARRHEA** - 3 or more watery stools in a 24-hour period especially if the child acts or looks ill.
- ✓ **VOMITING** – vomiting in a 24-hour period.
- ✓ **RASH** – body rash, especially with fever or itching – heat rashes and allergic reactions are not contagious and are allowed in school.
- ✓ **EAR INFECTION WITHOUT FEVER** – do not need to be excluded, but medical treatment and follow-up should be provided because untreated ear infections can cause permanent hearing loss.
- ✓ **LICE, SCABIES** – children may not return to school until they have been treated and are free of lice and nits (eggs).

IF ANY OF THE ABOVE SYMPTOMS ARE OBSERVED AT SCHOOL, IT WILL BE NECESSARY TO HAVE THE CHILD PICKED UP FROM SCHOOL.

If a child develops these symptoms during the school day, the child will be isolated and parents will be contacted and requested to pick up the child. In the event that a parent cannot be contacted, the emergency contact listed on the registration form will be called.

We request that in the event of illness you follow the 24 hour rule: no fever, vomiting, or diarrhea for 24 hours before returning to school. If your child is on an antibiotic, please complete a full 24 hours of medication before returning to school.

Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick. While we regret any inconvenience this may cause, in the long run, this means fewer lost workdays for our staff and less illness for all the students and parents, too.

DISCIPLINE PROCEDURE FOR STUDENTS

We structure the classroom environment, the daily schedule, and the planned activities in such a way as to prevent problems from occurring in the classroom. We will be teaching the children a very simple set of rules that will help each child know in advance what our expectations for appropriate school behavior are. However, when discipline becomes necessary, we start by gently reminding or explaining to the child what is acceptable and give the child the opportunity to correct his/her own behavior. Redirection may then be used with the child and an alternate activity may be offered to the child. If the inappropriate behavior continues, the child is separated from the group within the classroom. If this "time out" within the classroom does not affect the behavior, the child is removed from the classroom and taken to the director's office. A parent may be called at this point if the director feels the need for input or assistance in determining the most effective way to handle the behavior.

Any behavior that a teacher deems dangerous to the child exhibiting the behavior or dangerous to the staff or other children in the classroom will be cause for immediate removal from the classroom and a trip to the office is imminent. We will make every reasonable effort to cooperate with the parents and the child, but extremely disruptive, destructive, or dangerous behavior will be cause for dismissal from the program.

BULLYING POLICY

Burnt Hickory Baptist Church Weekday Education Program believes that all students have a right to a safe and healthy school environment. Weekday Education Program has an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. The School Director will promptly investigate each complaint of bullying in a thorough and confidential manner. Student who engages in bullying shall be subject to disciplinary action up to and including expulsion.

THE SCHOOL YEAR AT A GLANCE (ages 3 year and up)

AUGUST/ SEPTEMBER

Chapel Topic: God's Beautiful World

Genesis 1:1-28

Bible Thoughts:

3's	God is good.	Psalm 73:1
	God made us.	Psalm 100:3
4's	I am wonderfully made.	Psalm 139:14
	God cares for you.	1 Peter 5:7

Units: Me and My Family

Events: 3's & 4's	Tour of Burnt Hickory
4's, E5's, KG	"Mother Goose" visits us
KG	"Science Excitement"

SEPTEMBER /OCTOBER

Chapel Topic: David & Jonathan Were Friends

1 Samuel 18:1-4

Bible Thoughts:

3's	Help one another.	Galatians 5:13
	God is love.	1 John 4:8
4's	Be kind to one another.	Ephesians 4:32
	A friend loves at all times.	Proverbs 17:17

Units: Friends
Fabulous Fall

Events: 3's	Fall Nature Hike on Campus
4's & E5's	Science Excitement
KG	Off campus field trip

NOVEMBER

Chapel Topic: Noah and the Ark

Genesis 6:1-9

Bible Thoughts:

3's	God sends the rain.	Leviticus 26:4
	Give thanks to the Lord.	Psalm 106:1
4's	We give thanks to you, O God.	Psalm 75:1
	Sing joyfully to the Lord.	Psalm 33:1

Units: Food & Nutrition
Thanksgiving

Events: 3's, E5's, KG	"Mother Goose" visits us
All classes	Thanksgiving Feasts

DECEMBER

Chapel Topic: Jesus Was Born

Luke 2

Bible Thoughts:

3's Jesus was born in Bethlehem.

Matthew 2:1

The angel said, "I bring you good news".

Luke 2:10

4's For unto us a child is born.

Isaiah 9:6

We have seen his star and have come to worship him.

Matthew 2:2

Unit: Joys of Christmas

Events: 4's, E5's, & KG
All classes

Christmas Program
Christmas parties

JANUARY

Chapel Topic: Jesus in the Temple

Luke 2:39-50

Bible Thoughts:

3's Jesus went to church.

Luke 2:27

God made the winter.

Psalm 74:17

4's Ears that hear and eyes that see,
the Lord has made them both.

Proverbs 20:12

Work with your own hands.

1 Thessalonians 4:11

Units: Wonderful Winter
Community Helpers

Events: 3's
3's
4's, E5's, KG

Visits from Community Helpers
Science Excitement
"Mother Goose" visits us

FEBRUARY

Chapel Topic: Jesus, the Children's Friend

Matthew 19:13-16

Bible Thoughts:

3's Jesus said, "Love one another".

John 15:17

We are helpers.

2 Corinthians 1:24

4's Jesus said, "Let the little children come to me".

Matthew 19:14

Jesus said, "You are my friends".

John 15:14

Units: Valentine's Day

Events: E5's, KG
All classes ages 3 and up
All classes

100th Day of School
Donuts with Dad
Valentine's Day Parties

MARCH

Chapel Topic: The Easter Story

Bible Thoughts:

3's Jesus grew and became strong.	Luke 2:40
God made the animals.	Genesis 1:25
4's Jesus went about doing good.	Acts 10:38
God gives us all things to enjoy.	1 Timothy 6:17

Units: Animals

Events: 4's, E5's & KG	Music Man visits us
3's, 4's, & E5's	Conference Week
All classes	Easter Parties

APRIL

Chapel Topic: Zaccheus Meets Jesus Luke 19:1-10

Bible Thoughts:

3's Trust in the Lord.	Isaiah 26:4
God made the wind.	Psalms 147:18
4's Jesus loves us.	Revelation 1:5
God made the flowers.	Genesis 1:11

Unit: Spectacular Spring
Easter

Events:

4's, E5's, & KG	School Bus Safety Presentation
E5's & KG	Science Excitement
3's, E5's, KG	"Mother Goose" visits us
All classes	Animals visit us

MAY

Chapel Topic: A Boy Shares His Lunch John 6:1-13

Bible Thoughts:

3's & 4's	
Honor your Father and Mother.	Exodus 20:12
Children obey your parents.	Ephesians 6:1

Units: Mother's Day Celebration

Events: End of the year play day and picnic, End of the year program for 4's & E5's, Kindergarten graduation

Please note.....Units and Special Events are subject to change

PARENTS CAN HELP!

- * PRAY! Pray for your child, your child's teacher, and our program.
- * Always let us know of any concern you may have. We will listen and see how we may be able to address your concern.
- * Get involved! We love to have parents involved. Discuss with your child's teacher ways you can help in the classroom.
- * Take an interest in the school and whatever your child brings home.
- * Help your child to attend regularly, except when ill.
- * Encourage him/her to learn to put on and take off coats, mittens, etc.
- * Confer with the teacher about your child, but never discuss the child in his/her presence.
- * Take time to listen to what your child has to say about school.
- * Attend all parents' meetings.
- * Let us know where we can do better. If you have suggestions or ideas on how we can improve, please share those with us.
- * Send the following items for use in our classrooms:
 - ONE container of Clorox Anywhere
 - ONE package Mister Clean Magic Erasers
 - ONE box of Kleenex
 - ONE roll of paper towels
 - ONE roll of wax paper
 - ONE box of baby wipes (package or refill pack)
 - ONE container of Clorox Wipes
 - ONE box of gallon size *Ziploc* bags (3 year olds)
 - ONE box of quart size *Ziploc* bags (Early 5's)
 - ONE box of sandwich *Ziploc* bags (2 year olds and 4 year olds)
 - ONE box of 2 gallon *Ziploc* bags (Kindergarten)
 - ONE package of washable markers
- * We will be collecting ***Labels For Education***. Just remove the labels from Campbell soups and other participating products (such as Goldfish crackers) and send them to school in your child's school bag.
- * We recycle print cartridges and cell phones. Please bring your old ones to us.
- * For Publix shoppers, we participate in the Publix Partners program. Scan cards will be coming home.
- * **Refrain from cell phone usage during drop-off and pick-up.**

RESOURCES USED FOR TEACHING AT
BURNT HICKORY BAPTIST CHURCH WEEKDAY EDUCATION PROGRAM

RESOURCES: For ages 3 and up

We use several basic curriculum guides and pull activities from other sources as well. Some of them are:

The Bible

A Beka Books for Kindergarten

The Everything Book

Bible Lessons for Little People

Land of the Letter People

Wee Learn Curriculum Guides

Creative Resources For Preschool Teaching

“Read it Once Again” Units

Our Own Creative Minds and Yours

Every Day Counts

RESOURCES: For ages 2 and younger

Our program is based on the Wee Learn Curriculum Guides for Infants, Twos, and Threes. This is a Biblically-based program for preschoolers. Your child will participate in a variety of activities.

Some of the activities include:

- working with paints and crayons
- building with blocks
- play dough
- playing together with other children of the same age
- handling manipulatives
- putting together puzzles
- enjoying Bible stories and verses
- learning to share
- taking turns
- making choices
- listening to stories being read aloud
- participating in group time
- learning good health and hygiene habits
- participating in interactive dramatics programs
- experiencing and learning foundational truths of the Christian faith

**OTHER MINISTRIES OF
BURNT HICKORY BAPTIST CHURCH**

Sunday Morning Worship Service (8:30 AM & 9:30 AM & 11:00 AM)

Life Groups for all ages (Sunday mornings – 8:30 AM & 9:30 AM & 11:00 AM)

Adult Discipleship Life Courses (Wednesday PM)

Ladies Aerobics

Preschool & Children's Ministry

Student Ministry

College & Singles Ministry

Ladies Bible Studies

Congregational Nurses Ministry

Men's Ministry

Weekday Education Program for children 12 months through Kindergarten

Weekly Wednesday Family Night Supper

Women's Ministry

Recreation Programs

Homeless Shelter Ministry

Support Our Soldiers Ministry (SOS)

Crossroads Job Seekers Networking Ministry

For questions or more information about Burnt Hickory Baptist Church, please call our church office at **770-590-0334** or visit our website at www.burnthickory.com.

BURNT HICKORY BAPTIST CHURCH WEEKDAY EDUCATION PROGRAM 2012-2013 SCHOOL CALENDAR

August 20	Monday	1 st Day of School
September 3	Monday	No School – Labor Day Holiday
November 6	Tuesday	No School /Cobb County Holiday
November 15, 16	Thursday or Friday	Thanksgiving Parties – 3’s, 4’s, E5’s, KG
November 19-23	Monday-Friday (Inclusive)	No School/Thanksgiving Holiday
December 12, 13, 14	Wednesday, Thursday, or Friday	Christmas Parties – All classes
December 13	Thursday	Christmas Program - 4’s, E5’s, KG - 7PM
December 20-January 7	Inclusive	Christmas and New Year’s Day Holidays
January 21	Monday	MLK Holiday
January 28	Monday	Community Open House 6:30-8:00 PM
February 4	Monday	100 Days of School Celebration- E5’s, KG
February 6, 7	Wednesday or Thursday	Donuts with Dad – 3’s, 4’s, E5’s, KG
February 13, 14	Wednesday or Thursday	Valentine's Parties – 3’s, 4’s, E5’s, KG
February 15, 18	Friday, Monday	No School /Cobb County Holiday
March 18-22	Monday-Friday (Inclusive)	Conference Week – 3’s, 4’s, E5’s
March 27, 28	Wednesday or Thursday	Easter Parties – 3’s, 4’s, E5’s, KG
March 29	Friday	No School/Good Friday Holiday
April 8-12	Monday-Friday (Inclusive)	No School/Spring Break
May 8, 9, 10	Wednesday, Thursday, or Friday	Mother’s Day Parties - All classes
May 14	Tuesday	Last day for Tuesday only class
May 15	Wednesday	Last day for M/W & W only classes
May 15	Wednesday	Play Days & Picnics – Wednesday only, all M/W, all 4’s, & E5’s classes
May 16	Thursday	Last day for Tu/Th & all 3’s classes
May 16	Thursday	Play Days & Picnics – all Tu/Th classes and all 3’s classes
May 16	Thursday	KG Graduation - 7 PM
May 17	Friday	End of Year Program - 4’s & E5’s - 9:30 AM
May 17	Friday	Last Day Picnic - KG