



Parent Handbook

First Baptist Church Avondale Estates
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www.avondalepreschoolacademy.com

Nora Burke, APA Director

Welcome to the First Baptist Church Avondale Estates, Avondale Preschool Academy. We are so delighted you have chosen our program for your child. Welcome to the family.

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About Our School

Home away from home. Avondale Preschool Academy (APA) is a small half-day neighborhood preschool that provides care for children from 6 months through 4 years of age. APA is proud of our exploratory, play-based environment. Students participate in arts-integrated learning and are encouraged to play, learn, and grow within the safety and nurture of our community. Small class size allows for individualized learning and support. APA has been Avondale Estates' little gem for years. We currently cater to students from the local neighborhood, as well as Decatur, and throughout Dekalb County. Our mission is to create a safe, nurturing, creative and joyful environment full of opportunities for each child to learn, explore, and make new friends. Our goals are to:

- Create the best possible experience for each child
- Provide a loving and caring environment
- Establish routines and foster independence
- Provide opportunities for positive social interaction
- Provide learning stimulating a child's interest in his/her world
- Seek a balance for each child socially, physically, cognitively, and emotionally

APA currently has four different classrooms distinguished by age and development, which we adjust as student need dictate. Small class sizes allow our students more individualized learning and interaction. We take into consideration "the whole child" and communicate closely with parents when deciding when a child moves from one group to another. All children experience Music and Art. Three's and Four's engage in Spanish and Storytelling. Snack and Lunch are included in our day.

Enrollment

APA is a half-day program (9:00 AM - 12:45 PM) for children ages 6 months through 4 years of age. We are open on Monday, Tuesday, Wednesday, and Friday. However, as of now, the Tuesday class is a multi-age class of 2's - 4's. Children under 2 years of age can attend 1 or 2 days a week.

The APA school year runs from August to May, and placement in a room is considered by age and readiness.

The ratio of children to staff is 6 to 1. The maximum class size is 8 for babies and 12 for the other ages. We usually have 2 teachers in each classroom dependent on enrollment numbers. This allows us to provide each child an exceptional level of individual attention.

Fees

Registration fee	\$100.00 annually
Materials fee	\$50.00 annually
Babies - 1 day a week	\$135.00 monthly
Babies – 2 days a week	\$185.00 monthly
2/3 year olds – 2 days a week	\$235.00 monthly
2/3 year olds – 3 days a week	\$315.00 monthly
4 yr old – 3 days a week	\$350.00 monthly
Multi-age – 4 days a week	\$400.00 monthly

You will be required to pay a non-refundable registration fee (\$100) and a deposit of one month's tuition during enrollment. This deposit will be your May tuition payment. There is also a \$50 annual activity/material fee that is due in September and a Supplies List for each age group.

All checks should be made out to APA. Please, put your child's name on the memo line.

Fees are due at the beginning of each month. If a payment is received after the 10th, there will be a \$15.00 late fee. If a check is returned by your bank, you will be required to pay a fee of \$25.00. After three returned checks, another payment method must be used to make your APA tuition payment.

A late pick-up fee of \$1 per minute after 1:00 PM will be charged, if you are late picking up your child. Repeated late charges may result in a child being dropped from the program.

We require a 30-day written notice for withdrawal from our program.

Supply List

The supply list is subject to change. The Director will notify parents on any changes.

Babies and 2 Year Olds (due August)

- 8 Packs of sensitive skin/hypoallergenic baby wipes
- 2 Boxes of Kleenex
- 3 Tubs/canisters of disinfectant wipes
- 1 Can Lysol or similar disinfectant spray
- 2 small pump bottles of hand soap
- 8 Rolls of Paper Towels

3/4 Year Olds (due January)

- 4 Packs of sensitive skin/hypoallergenic baby wipes
- 4 Boxes of Kleenex
- 3 Tubs/canisters of disinfectant wipes
- 1 Can Lysol or similar disinfectant spray
- 2 small pump bottles of hand soap
- 8 Rolls of paper towels

First Days

Our hours of operation are 9:00 AM-12:45 PM. **Please do not drop off your child until 9:00 AM.** The teachers use the time in the morning to discuss the day's activities and to clean and prepare the classrooms for your children. Pick up is no later than 12:45 PM. It is very important that you are punctual. This includes late drop-off and pick-up which make it difficult to fit in all the fun activities we have packed into our day.

Please enter the building through the back parking lot.

Each child should be signed **in and out** every day. Please, be sure to include the phone number where you can be reached that day.

Remember: Provide any required documentation (i.e. immunization forms) that you have not already turned in.

What to Bring

Your children should wear comfortable, **practical** play clothes and shoes. Art projects and outside playtime are intended to be expressions of creativity and exuberance. This is frequently a messy process. The children are very active and are required to wear shoes which are safe for running, jumping and playing. **Flip-flops and Crocs are not recommended.** Your child should come dressed appropriately for the weather (including hats and mittens).

Please bring daily:

- A change of seasonally appropriate clothes
- Lunch and a small snack **(NUT FREE)**
- Diapers/pull-ups if needed
- Baby wipes, bibs, spoons, and extra bottles for babies

LABEL EVERYTHING. All bags, backpacks, articles of clothing, cups, lunchboxes etc. **should be clearly marked with your child's name.** Loveys and pacifiers are always welcome in the infant room, but we ask that toddlers and preschoolers leave these items at home. Please leave your child's own toys at home except in the case of a pre-approved arrangement like show and tell.

If you would like your child to have insect repellent or sunscreen applied, please do so prior to your arrival at APA.

Important Notes

- If your child is to go home with someone other than yourself or a spouse, we must have **permission in writing** on file. Anyone we are not familiar with, who is on your permission to pick up list, must show a photo ID. Please introduce anyone whom you have authorized to pickup your child to the director and to your child's staff.
- While we encourage **potty training** at the appropriate ages, we can only support the efforts made at home. We will accept children in pull-ups when they understand the concept and are successful on a regular basis at home. We will accept a child in underwear, when they are fully potty trained.
- The APA staff will not be able to administer **any** medication to your child. If your child requires the use of an EpiPen or Benedryl in an emergency, please speak directly with the Director so that special arrangements can be made.

Sick Policy

If your child is diagnosed with a contagious disease, please notify the APA Director so that we may contact other parents. **A child with the following communicable diseases will not be permitted to return until a licensed physician states in writing that she/he has been diagnosed, treated and presents no risk to him/herself or to others.**

Hand-Foot-Mouth Disease

(Coxsackie Virus)

Pink Eye (Conjunctivitis)

Chicken Pox

German Measles (Rubella)

Influenza

Measles

Mumps

Meningitis

Whooping Cough

Strep Throat

Tuberculosis

Head Lice

Hepatitis

Shigella

Impetigo

Respiratory Syncytial Virus (RSV).

Rotavirus

Fifth Disease

Scarlet Fever

Please keep your child home, if she/he has any of the following symptoms:

- 100 degree temperature or higher within the past 24 hours
- discolored nasal discharge (thick green or yellow)
- vomiting or diarrhea within the past 24 hours
- infected rash

If your child should develop any of the above symptoms while at APA, we will call you to pick up your child. If we all work together we can create a healthy environment for all our children.

Please let us know if your child will be absent due to an illness.

Immunization

Each child in APA is required by the state of Georgia to have up to date immunization status. Please bring a copy of the required immunization form for our files (Form 3231). We must receive this form within 14 days of your child's start date. Also, **please remember to inform us when your child is updated.** Your pediatrician can fax the information to 404-294-5287, attention APA.

Weather Policy

Avondale Preschool Academy abides by the policies of The Museum School and Decatur City Schools with regard to cancellations due to inclement weather. In case of weather related school closings or the case of other unforeseen emergencies, APA may be closed at the discretion of the Director. Should this occur, you will be notified by phone through our message system and GroupMe text. We will also email and post on Facebook. Decisions to close will be made preferably the night before, but possibly as late as 7:00 AM the day of.

*****PLEASE ADD THE GROUPME APP TO YOUR PHONE. IT IS THE FASTEST WAY NORA CAN DISEMNATE INFORMATION TO ALL PARENTS AT ANY TIME OF DAY.*****

APA Staff

Lamb Room (babies): Miss Carol
Bird Room (2's): Miss JJ and Miss Adele
Bee Room (3's): Miss Tracy and Miss Helle
Butterfly Room (4's): Miss Charmaine and Miss Eunice

Nora Burke, APA Director

Email: APA@afbc.com

Phone: 404-294-5285

Fax: 404-294-5287

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FBCAE Staff

Dr. Kris Mullis – Senior Pastor
Mark Green – Associate Pastor: Music and Education
Eddie Coon – Associate Pastor: Administration
Nora Burke, APA Director
Chris Skinner – Interim Youth Minister

**Information in this handbook is subject to change. You will be notified of any changes in writing.