



## Kindergarten Policies & Procedures

First Baptist Preschool Kindergarten is an alternative option to public school. As it is an alternative option it functions similarly to public kindergarten with many of the same expectations and policies. We will maintain school records that will follow your student. Once your child leaves First Baptist we want them to seamlessly integrate into another school setting.

### **Attendance Procedures:**

Attendance on a daily basis is a mandatory requirement for all students. The Code §22.1-254, requires that all children who have reached their fifth birthday on or before September 30th and who have not yet reached their eighteenth birthday must attend school. First Baptist kindergarten fulfills this requirement. Due to our condensed daily and weekly schedule your child will not be ready to attend first grade if attendance is not a priority. Frequent absences may result in disenrollment from the program without reimbursement of tuition.

### **Absences**

Students are expected to attend school every day. Parents are expected to contact their child's school on the day of the child's absence to inform the school of that absence. Parents are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments is known. When such notification is made, the Parent need not contact the school on the first day of the absence. For any reason, a written note providing the dates of and reasons for the child's absence is required from the Parent within five days of the child's return to school. The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained until the end of the school year for documentation purposes.

### **Excused Absences**

In support of the mandatory attendance law, First Baptist Preschool defines the following conditions as the only acceptable reasons for a student's absence from school.

### **Illness**

When a student is unable to attend school due to an illness, a parent or a physician will provide a written note detailing the illness for the school.



### **Prearranged Appointments**

While the following appointments are excusable, due to our shortened school day and school week the expectation is for those appointments to be made outside school hours. For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.

### **Family Death or Emergency**

For absences because of a death in the family or an emergency beyond the family's control, the Parent must notify the school and provide documentation for the absence.

### **Religious Observances**

Absences as a result of observances of religious holidays should be prearranged by the Parent, who is responsible for notifying the child's school of the religious holiday(s) to be observed.

### **Parent Notification Procedures**

#### **Excused and Unexcused Absences**

For all absences, the school will contact the home on each day of the child's absence through either the remind app, email, phone or records system.

#### **Unexcused Absences**

Any absence that does not fall within the excused absence parameters or a note is not provided will be recorded as unexcused. Excessive unexcused absences may result in disenrollment from the program without reimbursement of tuition.

#### **Tardies**

Student instruction starts from the moment the student enters the classroom. Tardiness not only disrupts the function of the class but deters from the student's learning. Due to our condensed instructional day prompt attendance is expected from all students. Excessive tardiness may result in disenrollment from the program without reimbursement of tuition.



## **Nutrition:**

### **Breakfast**

Students are expected to eat a balanced, nutritional breakfast before arriving at school each morning.

### **Snack**

Snack time will not be provided during the school day.

### **Lunch**

Students will eat lunch in the classroom daily at 12:15pm.

- Label lunch bag and water thermos with child's name.
- Pack a healthy lunch the student is familiar with and able to eat independently.
- When choosing a container for your child's lunch try finding one they can operate independently. If it's tricky for you, it will be impossible for them.
- Please do not send any liquid items: cups of fruit in juice, soup, etc (other Thermos items besides soup such as pasta is allowable).
- Lunch items will not be microwaved for the student.
- Only send a thermos of water (no screw top bottles) to drink, as we eat over carpet and water hydrates the best.

### **Allergies**

Please notify the school of any allergies and if an allergy is present in the classroom certain foods may be prohibited to all students.

### **Student Services:**

Student success is the number one priority to our staff. Because of First Baptist Preschool's small size and limited staff not all students will find success at our school. While the kindergarten curriculum will provide differentiation for all students to meet them where they are, this may not be enough for all students.

### **Identified Student Needs**

If your student has an identified need, please communicate with both the director and teacher to ensure your student's needs will be able to be met within our program.



## **Unidentified Student Needs**

First Baptist Preschool does not have a clinician on staff. Only a certified clinician or doctor can diagnose a student with any physical, mental or learning disability. While our staff is not certified to diagnose these needs, they are experienced and trained in child development. If at any point the teacher observes a need that is not being met, the teacher will schedule a conference with the parent/guardian to discuss how the need can be addressed and refer the parent to the child's pediatrician or specialist.

## **Dress Code:**

### **Clothing**

Students should wear weather appropriate clothing that fits comfortably and is easy for the child to manipulate.

### **Shoes**

Students need to wear closed toe shoes that fit and can be fastened independently. If the student is unable to tie their own shoelaces, please opt for Velcro fastened shoes.

### **Outerwear**

Outerwear should be weather appropriate and be able to be put on independently.

## **Academic Expectations:**

### **Student Assessment**

All students must schedule and attend a one-on-one student assessment with the teacher prior to the first day of attendance.

### **Curriculum Night**

At least one parent/guardian of each student must attend the curriculum night provided by the kindergarten teacher. Curriculum night will go over the Virginia Standards of Learning, the curriculum provided in the classroom, student expectations and the mandatory home portion of the program's curriculum.



## **Parent/Guardian Involvement**

Due to the program's condensed academic daily and weekly schedule, parents/guardians must take an active role in their student's success. The home portion of the program's curriculum will consist of:

- Daily reading (this can be the student reading or being read to)
- High frequency word recognition (also known as sight words or heart words)
- Weekly project (this is a small project to be completed by the student with an adult's assistance)
- Any additional practice the student may need to achieve academic success.

## **Ways to Ensure Academic Success**

- Be able to write first name legibly
- Recognize own name in print
- Cut on a straight line with scissors
- Be able to count to 10 independently
- Be able to count 5 items correctly
- Identify uppercase and lowercase letters
- Identify letter sounds
- Identify numbers 1-10
- Be able to tie their own shoes