



Parent Handbook

2026-2027

First Baptist Church Blakely

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Welcome!

Welcome to our learning center family! We are honored that you have entrusted us with the privilege of partnering with you in your child's early education and spiritual development. We believe these early years are a precious and foundational season of life, and we count it a joy to walk alongside families as children grow in faith, learning, and character.

Our mission is to nurture each child in a safe, loving, and Christ-centered environment where they can flourish spiritually, socially, emotionally, and academically. We seek to provide developmentally appropriate, hands-on learning experiences while faithfully pointing children to the truth of God's Word in all that we do.

At First Baptist Early Childhood Learning Center, we believe children are not a distraction from important work, they are the important work. Following the call of Psalm 78, we desire to tell the coming generation of the glorious deeds of the Lord and help lay a firm foundation of faith and learning for every child entrusted to our care.

This handbook is designed to help your family understand our policies, procedures, and expectations so that together we can create the best possible experience for your child. Please read through it carefully and keep it as a resource throughout the school year.

We believe that parents and teachers are partners, and we look forward to working together as a team to nurture your child's growth. Thank you for allowing us to be part of this special season in your family's life!

I am excited for the year ahead and look forward to all the ways God will work in the hearts and lives of our children!

With gratitude,
Emily Jackson
Learning Center Director



Our Calling

By the grace of God and for the glory of God, our mission is to proclaim Jesus Christ from generation to generation by nurturing young children in their spiritual, cognitive, social, and emotional growth. We seek to lay a firm foundation for their future through a developmentally appropriate and well-rounded education with Christ as the cornerstone and a biblical worldview guiding all we do. We strive to model and instruct within the fruit of the Spirit, treating every child with love and grace while encouraging their growth in a safe, caring, and learning-friendly environment. We also value strong educational and social foundations that prepare children to succeed wherever they continue their academic journey, equipping them with curiosity, confidence, and readiness for learning.

Following the call of Psalm 78 to tell the coming generation the glorious deeds of the Lord, we endeavor to teach children of God's strength and His wonderful works so that they may place their hope in Him. As a ministry of First Baptist Blakely, we believe it is our responsibility to faithfully teach the truth of God while cultivating habits of learning, character, and community that support each child's age-appropriate development. In partnership with parents, we aim to nurture both faith and learning, encouraging children to magnify the Lord while building the skills and character that will help them flourish in school, in their families, and in the world God has made.

Biblical Foundations

As a ministry of the church, we integrate faith and learning by teaching from a gospel-centered worldview with Christ as the foundation of truth and wisdom. Through Scripture, prayer, and daily instruction, children are encouraged to grow in their knowledge of God while developing the educational and social skills that prepare them to succeed in future grades and in any school setting they may enter.



Program Overview

Ages Served

For the 2026-2027 school year, we are enrolling 2s/3s in an Early Preschool class. Students permitted to enroll must be 2 or 3 by September 1 and not yet 4.

Class Size

Maximum enrollment of 12 students.

Daily Schedule

Preschool will be held Monday through Friday, 8:00 am to 12 pm. Drop off will begin at 7:30 am and pick up will begin at 11:45 am. Extended care will begin at 12 pm and students must be picked up by 3:00 pm.

Our Approach to Learning

Our Early Preschool program includes weekly music, art, chapel, emotional development opportunities, and daily learning through play, hands-on activities, story times, adaptive skill development, and adaptive skills learning.

Enrollment Information

Enrollment is secured upon completion of application, payment of application fee, and submission of deposit. Deposits are applied toward tuition. If enrollment capacity has been reached, deposits will be refunded. You can complete the application and enrollment process on the First Baptist Blakely website, <https://www.fbcblakely.com>.

Waitlist

If we reach full enrollment, families may join our waitlist. We will contact you as soon as a spot becomes available. Join the waitlist on the First Baptist Blakely website, <https://www.fbcblakely.com>.



Tuition and Payment Schedule

Annual tuition is \$5,000. Tuition payment schedule and due dates are provided below. Extended care fees are separate from annual tuition.

Non-Member Tuition

Preschool only

- **Annual Payment**, \$5,000 due by 7/15
- **Semiannual Payment**, \$2,625 due by 7/15 and 12/15
- **Monthly Payment**, \$535/month due the 15th of each month (beginning 7/15 thru 5/15)

Extended Care

- **Annual Payment**, \$1,500 due by 7/15
- **Semiannual Payment**, \$788 due by 7/15 and 12/15
- **Monthly Payment**, \$160/month due the 15th of each month (beginning 7/15 thru 5/15)

Active Member Tuition

Preschool only

- **Annual Payment**, \$4,500 due by 7/15
- **Semiannual Payment**, \$2,363 due by 7/15 and 12/15
- **Monthly Payment**, \$482/month due the 15th of each month (beginning 7/15 thru 5/15)

Extended Care

- **Annual Payment**, \$1,350 due by 7/15
- **Semiannual Payment**, \$709 due by 7/15 and 12/15
- **Monthly Payment**, \$144/month due the 15th each month starting (beginning 7/15 thru 5/15)



Discounts

We are pleased to offer the following tuition discounts. Applicable tuition discounts will be applied by administration based on each family's eligibility and reflected in your billing statement.

Active Church Member Discount: Families who are active members of First Baptist Blakely receive 10% off tuition.

Sibling Discount: Families with multiple children enrolled will pay full tuition for the first child, and each additional enrolled child receives 10% off tuition.

Withdrawal Policy

Families withdrawing during the school year must provide written notice. Tuition reimbursement is available only for families paying annually or semi-annually. Reimbursement will be provided for any full months in which the child did not attend or will not attend at all. No partial-month reimbursements will be issued unless otherwise approved by administration.

Dismissal from Program

FBC Early Childhood Learning Center is committed to fostering a safe, respectful, and supportive environment for all children, families, and staff. While we strive to partner with every family successfully, there may be circumstances in which continued enrollment is no longer appropriate. Learning center administration reserves the right to dismiss a child from the program for reasons including, but not limited to:

- Failure to remain current on tuition or fees
- Repeated parent/guardian misconduct, including disrespectful, disruptive, or inappropriate behavior toward staff, children, or other families
- Inability of the program to adequately meet the needs of the child despite reasonable efforts, accommodations, and partnership with the family



- Repeated failure to comply with learning center policies and expectations outlined in this handbook

When possible, concerns will be communicated and addressed with the family prior to dismissal. However, FBC Early Childhood Learning Center reserves the right to terminate enrollment immediately if circumstances warrant.

Our desire is always to act with grace, honesty, and the best interest of all children and families in mind.

Arrival and Dismissal Procedures

Drop-Off

Students may arrive beginning at 7:30 AM for early drop-off or 8:00 AM for regular arrival.

Pick-Up

Regular pickup is between 11:45 AM–12:00 PM. Extended care pickup is by 3:00 PM.

Authorized Pick-Up

Children will only be released to authorized individuals listed on enrollment forms. Parents and/or legal guardians may make updates to authorized pick up lists at any time by submitting written documentation to learning center administration.

Late Pick-Up

If you anticipate being late for pick-up, please notify preschool administration as soon as possible. We understand that occasional delays happen; however, repeated late pick-ups may result in late fees or fines at the discretion of administration. Chronic lateness will be addressed on a case-by-case basis with the goal of maintaining consistency and respect for staff schedules.



Health and Safety Policies

We are committed to providing a safe, nurturing, and orderly environment where every child is cared for with attentiveness, dignity, and respect, allowing them to grow, learn, and thrive. We welcome and serve children and families without discrimination and seek to treat every person with love and grace as those created in the image of God.

Sick Child Policy

Children must remain home if they:

- Have a fever (must be fever-free for 24 hours)
- Experience two or more episodes of vomiting or diarrhea
- Are lethargic or otherwise unable to participate
- Show symptoms deemed concerning by staff discretion

Medication Policy

Medication will only be administered with written parent authorization and according to learning center policy. Please reach out directly to learning center administration to coordinate any medication administration for your child.

Emergency Preparedness

We conduct regular emergency drills and maintain emergency preparedness protocols for fire, weather, lockdown, and evacuation scenarios. If the learning center must cancel prior to the start of the school day or close early during the school day due to weather, safety concerns, or other unforeseen circumstances, administration will promptly notify parents and guardians using established communication methods.



Classroom Policies & Expectations

Consistent attendance, timely arrival, and adherence to classroom expectations help create a successful learning environment.

Abscenses

Please notify the learning center if your child will be absent or arriving late so that we may plan for the day accordingly and ensure appropriate staffing, materials, and preparation.

Consistent attendance is encouraged to support your child's routine, learning, and classroom participation.

Parent Communication

Primary communication will occur through the classroom communication system and email. Parents are encouraged to maintain open communication with teachers and administration.

Parent Participation

We encourage parent participation throughout the school year through classroom birthday celebrations, field trips, program days, and other volunteer opportunities. Family involvement is a valued part of our preschool community.

Personal Items

Families should provide the following for their child:

- Two complete changes of clothes
- Diapers/pull-ups and wipes, if applicable
- A labeled water bottle each day
- Snack and lunch for children staying for extended care
- A nap mat for children enrolled in extended care
 - Nap mats will be sent home every Friday for cleaning and should be returned on the next school day.

Please do not send toys from home unless specifically requested for a classroom activity.



Potty Training

Children do not need to be potty trained prior to enrollment. However, potty training will be addressed during the school year, and parents are expected to cooperate with and encourage progress at home.

Behavior Guidance and Discipline

We view discipline as a process of shaping and guiding children's hearts and behaviors in the same way God lovingly shapes and corrects His people. Following the example of Jesus, the Good Shepherd, we lead children with patience, clarity, and consistency, gently yet firmly guiding them toward self-control, kindness, and responsibility within a safe and supportive environment.

Our approach emphasizes positive guidance and teaching rather than punishment. Teachers use developmentally appropriate strategies, including positive and negative reinforcement tailored to each child's needs, to encourage healthy choices and growth in character. Rather than relying on punitive practices (such as time-outs, spanking, or the removal of learning opportunities) we focus on modeling right behavior, redirecting children, and helping them understand how their actions affect others so they may grow in wisdom, responsibility, and respect for those around them.

School Calendar

Our preschool follows an academic calendar from August through May and observes scheduled holidays and breaks outlined in the annual calendar. Please note that the school calendar is subject to additional classroom-specific celebrations, parties, programs, and special events. Families should check with their child's classroom teacher for updates and details regarding classroom activities.