



church street  
**academy**

2023-24

church street  
academy  
preschool

parents manual

# church street academy

First Baptist Church  
123 Church Street  
Decatur, AL 35601

Mailing Address:

Church Street Academy Preschool  
P.O. Box 1667  
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Church Office Hours:  
8:00 am to 4:30 pm

Church Street Academy Preschool Hours  
7:00 - 4:30  
Preschool 8:30 - 12:30  
Extra Extended Day until 5:30

# Mission Statement

## First Baptist Church

Reaching people far from God and making disciples of all people.

## Our Program's Purpose

To provide a Christian educational environment that maximizes each child's potential to become a spiritual, confident, independent, lifelong learner.

Church Street Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of our admission, hiring or educational policies.

# First Baptist Church

## Ministerial Staff

Dr. Blake Kersey  
Senior Pastor

Jesse Pawley  
Discipleship Pastor

Garth Lindsay  
Pastor of Senior Adults & Pastoral Care

Matt Rouse  
Minister of Music

Seth King  
Minister of Students

Austin Dupper  
Minster of Middle School, College and Young Professionals

Jonathan Freeman  
Children's Pastor

Vickie Allaway  
Director of Preschool Ministries

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# Policies

**Admission:** Children are accepted for enrollment if they are between six weeks and five years of age.

**Days and Hours:** CSA Preschool extended hours are 7:00 am until 4:30 pm with the Preschool hours of 8:30 to 12:30, Monday through Friday. We also offer a Half Day options from 8:30-12:30 for Ones-Pre-k. We follow the same schedule as Decatur City Schools for holidays and snow days. Please find Church Street Academy's calendar on page 11 of this booklet. Remember to listen to local media stations for cancellations due to weather conditions. We also have a Facebook page and an email system that we update if there are closures. If Decatur City Schools choose to close, we will also close. If Decatur City Schools open late, we will open half an hour before Decatur City Schools for all Extended Day (7-4:30) and half an hour after Decatur City Schools for all Half Day (8:30-12:30) classes.

**Emergency Cards:** Each child *must* have an up-to-date Emergency Card on file with the director. If your child should become ill during the day, and you cannot be reached, we will call the person authorized by you to pick-up and care for your child.

**Early Arrival and Late Pick Up:** If you arrive before the time that your child's class is scheduled to begin, please remain outside the classroom until the designated class time. Please plan to pick your child up promptly at 12:30 or 4:30 for extended day. Many children become fearful and anxious when they realize that their classmates have been picked up and their mom or dad hasn't arrived. Each family gets 30 minutes of "free" late pick ups. When you are late picking up your child(ren) the after you have used your 30 minutes of late pick ups, we will begin charging you for late pickup. Extra Extended Day students do not have any free late pickup and will be charged \$1 per minute after the 5:30 pickup time.

**Late Pick Up Fee:** If you should be late to pick up your child after you have used your 30 minutes of free late pick ups then we will charge your account \$1 per minute you are late. For example if you pick up your child late for the at 4:45, we would charge your account with \$15 (\$1 per minute you are late). This fee cuts down on the overtime we have to pay our teachers when you are late picking up your child.

**Additional Days or Hours:** If you need a extra day or additional hours, please contact the director. The Director will decide if space is available or if arrangements can be made to accommodate your child. The Director has sole discretion to decide if accommodations may be made. If space is available, then the director will charge your account according to the following instructions.

Additional Half Day- \$20

Additional Extended Day-\$40

## **Policies, cont.**

**Sign In & Sign Out:** **Each child must be signed in and out every day that he/she attends CSA.** Some teachers allow you to do the signing in and out. Please make sure that you sign in and out each day. If your teacher does the signing in and out, then please make sure she is aware when you drop off and pick up of who is getting the child that day.

**Persons Authorized to Pick up your child:** Your child will NOT be released to anyone other than you, the parent, (or the person authorized on the child's emergency card) unless the teacher or director is notified by you, preferably in writing. If a non-custodial parent is not allowed to pick-up a child, a copy of the court order must be on file with the director. Please advise others who may pick-up your child that a picture ID will be required for identification purposes.

**Sickness:** For the health and well-being of your child, as well as the others in the preschool area, do not bring your child to CSA if there are signs of illness. **Fever, sore throat, colored runny nose, cough, vomiting, diarrhea, unexplained rash, and pink eye** are all indications of potentially contagious illnesses, and these children should remain in the comfort of their home. Also, a child recuperating from any illness should be **free of fever and diarrhea for 24 hours with out medication** before returning to CSA. If your child should become ill while at CSA, you will be called to take him/her home.

**We reserve the right to send a child home if he/she is too sick to be at school.**

**Medicine:** A Medication Authorization Form is to be completed and signed before medicine can be given. The only medication that will be administered is one prescribed by a physician. We will **not** be able to administer over-the-counter medicine. These forms can be found inside the sign in boxes on the corners of the preschool desk.

**Birthdays:** If your child would like to celebrate his/her birthday while at CSA, please discuss your plans with your child's teachers. We request that you keep it very simple and that no gifts are involved. If you send invitations home through CSA Preschool, every child in the class must be included.

**Snacks:** We provide several snack options including Captain's Wafers and apple juice. Please advise the teachers of any allergies to foods or other substances. Unusual snack items will be posted beside the classroom door the morning that they will be served.

**Severe Weather:** The Office of Emergency Management has advised First Baptist of procedures to be followed during an emergency situation. If time allows, children will be moved to the recommended safe rooms. Otherwise, children should move to the interior hallways, close the classroom doors, and sit next to the walls.

## **Policies, Cont.**

**Accidents:** Should a child be severely injured while attending CSA, he/she will be taken immediately to the indicated hospital and parents notified. In addition, all injuries will be reported to the director and the parents through the completion of an Accident/Injury Report form. One copy of this form will be given to the parent/guardian and one kept on file with the director.

**Discipline:** When children are happy and involved, we generally do not have problems with discipline. Our first course of action is to distract and redirect the child to another activity. Occasionally, however, we do use a "time-out" chair to encourage the child to think about his/her behavior (with older preschoolers only). We will never spank or strike your child! Our rules are simple — You may not hurt others, others may not hurt you, and we will not damage our classroom. If discipline becomes an issue, a parent conference may be requested. We reserve the right to ask a child to leave the program if it is necessary.

**Peanuts:** Please understand that we are a *peanut sensitive* preschool. We have several children who have life threatening allergies to peanuts and peanut products. **Please do not send any peanut or nut products with your child to school.** Thank you for your cooperation and understanding!

**Clothing:** Please dress your child in appropriate play clothes for a busy day at CSA! All children should bring at least one complete, season appropriate, change of clothing each day. Please do not forget socks and underwear. It is also a big help to the teachers if babies and children alike are dressed in clothing that is easy to change, or is easy for the potty-trained child to manage on his/her own. Whenever the weather allows, each class will be given the opportunity to go to the playground or on the bye bye buggy so please send a jacket or sweater, hat or whatever you feel is necessary for you child to be comfortable outside. Girls must wear shorts under their dresses.

**Labeling Personal Articles:** Please put your child's name on *everything* that you bring to CSA. We strive to keep your child's belongings together, however, items sometimes go home in the wrong bag. When properly labeled, things can be returned easily.

**Entering and Exiting the Building:** Everyone will need to enter the preschool area through the arched, double doors facing Church Street (also known as the entrance to the ROC) or the doors by the playground. PLEASE NOTE: Please do not reverse park around the church. The Decatur Police will ticket your car. Also, angled parking is not allowed on Church Street during the week, only parallel parking. If you chose to drive through the portico on Church Street or Canal Street, please limit your time to less than five minutes so that others may come and go through these areas. If you need to speak to your child's teacher, please park in a parking space or lot and walk in. You may use only the designated CSA Drop-off/Pick-up areas by the playground. You may use the handicapped spots for quick pickup and drop off.



# Finances

**Registration Fees:** A non-refundable registration fee of \$75 per child is due at the time of enrollment. All tuition must be up to date to register your child for the next school year.

**Materials Fees:** A \$75 per child material fee is charged to help defray costs of security cards, crackers, juice, baby wipes, construction paper, glue, etc. It will be billed on your first month's invoice.

**Lab Fees:** A \$50 per child lab fee is charged twice a year, once in September and once in January, to help purchase items to help in the labs. For example, if we are talking about fruit in the labs, we can purchase fruit to sample, to paint with, to see if it floats, etc. Please note that all lab fees should be paid by November 1st for the first semester and March 1st by the second semester.

**Tuition:** Tuition is due at the first of the month, and no later than the 10th of the month. Checks can be dropped off in the locked box in the preschool area. Please put the child's name on the memo line of your check to avoid confusion when applying checks. We would prefer that you pay by check, however, if you would like to pay in cash, please find the Director or Assistant Director so that we may write and give you a receipt while you wait. You may also pay at the kiosk at the preschool desk. There is a 2.25% fee for credit card payment. Full tuition payment will be expected each month that a child is enrolled in the program regardless of days missed (due to sickness, travel, etc.) There is no reduction of tuition for holidays. **Failure to pay by the end of the month will result in the loss of the child's "space."**

**Returned Check (NSF) Policy:** In the event First Baptist Church (including all ministries thereof) is presented with a returned deposited item marked "NSF First Return", First Baptist Church will automatically redeposit the check and waive applicable service charges. In the case of items marked "NSF Second Return– Do Not Present Again" or "NSF-Account Closed", you will be contacted (either by phone or letter) and asked to make arrangements to replace uncollected funds, as well as applicable service charge of \$30 within 5 business days. Payment for returned items must be in the form of cash, cashier's check or money order. You may contact the financial office for the exact amount due including service charges or to discuss alternative arrangements. In the event of three returned items, you will be asked to submit payment in the form of cash, cashier's check or money order for future payment of monies owed to First Baptist Church and ministries thereof. In regards to payments for services, tuition and fees to First Baptist Church and related ministries, all "NSF" items will be considered as unpaid/uncollected amounts due and will be subject to collection and procedural policies of First Baptist Church and its related ministries.

# Curriculum

**General:** Each day, your child's teachers will plan developmentally appropriate activities for each age group. Some classes will provide a calendar of events for you on a monthly basis. Others will post a Daily Activity Sheet outside their door with that day's unit emphasis noted and the day's activities listed. We encourage you to discuss the day's events and activities with your child.

**Biblical Basis:** Our Biblical Basis for teaching preschoolers is Luke 2:52. "And Jesus grew in wisdom and stature, and in favor with God and men." (NIV) This means we work to help each individual child grow as Jesus did: mentally, physically, socially, emotionally and spiritually.

**Pre-K:** Our Pre-K program is designed to equip our four year olds for Kindergarten. Activities are designed to meet the social, emotional, physical and academic needs of the student. The academic core activities of the classroom include the *Letter People* reading readiness program, DIG Curriculum from Abrams Learning (Discover, Inspire, Grow) and a daily Bible activity. Individual teachers plan theme based units.

**Threes:** This program is designed to meet the special needs of these active little people. Care is taken to ensure that each planned activity is age appropriate and that all aspects of the child's development are honored. The academic portion of the program revolves around the *Frog Street Press* reading readiness program and math materials as well as a daily Bible study. Individual teachers plan theme based units.

**Twos:** These children are our "transition babies." While their attention spans and abilities are limited, they are SO ready to learn! Therefore, we have designed a program especially for them! Our goal for these children is exposure to a multitude of concepts in a FUN and age appropriate manner. Their teachers also plan various theme based units for them.

**Labs:** Our two Learning Labs are truly an exciting aspect of our program! Each week the children have an opportunity to visit our Math/Science lab and our Social Studies/ Language Arts lab. While in lab, the children engage in a variety of interconnected, hands-on learning experiences in both large and small groups with a very low teacher/child ratio. Please stop by and see the amazing activities our little ones are enjoying! Who says learning can't be fun!

**Enrichment:** There is a commonly held belief at CSA that quality early childhood education encompasses far more than reading readiness and math. Therefore, we offer the children a variety of classes in the fine arts (music, art,) in addition to bible and creative movement.

# Eight Subject Areas and Goals

## **BABIES & ONES**

- God:** Experiencing happy feelings associated with God
- Jesus:** Experiencing happy feelings associated with Jesus
- Natural World:** Discovering the beauties and wonders around him/her
- Church:** Developing a growing sense of at-homeness in his room at church
- Bible:** Becoming familiar with the Bible as a book
- Family:** Associating experiences he/she has at home with those he/she has at church
- Others:** Experiencing happiness in his relationship with others
- Self:** Feeling secure in his/her environment

## **TWOS & THREES**

- God:** Having an awareness that God loves them
- Jesus:** Having an awareness of Jesus as a special baby
- Natural World:** Accepting some responsibility in taking care of things God created
- Church:** Understanding that the church building is a special place where one can have satisfying experiences
- Bible:** Developing an awareness that the Bible contains stories about God and Jesus
- Family:** Participating in a variety of activities at church that reveal family experiences at home
- Others:** Accepting some responsibility for helping others.
- Self:** Developing a good feeling about him/herself and the choices he/she makes

## **FOURS & FIVES**

- God:** Recognizing a dependence upon God and His love
- Jesus:** Experiencing wonder and joy at the coming of Jesus
- Natural World:** Accepting increasing responsibility in caring for things which God created
- Church:** Experiencing satisfaction in fellowship with church people
- Bible:** Discovering that the Bible is important because it reveals God's love and care for all people
- Family:** Relating Bible teachings about family living to personal home life.
- Others:** Developing an ability and desire to help others and to work with them
- Self:** Developing a favorable view of oneself, and an awareness that each person is an individual of worth.

# CSA Preschool Calendar

## 2023-2024

### Summer Session

First Day of Summer Session.....Monday, June 5, 2023  
Fourth of July Week, No school Monday, July 3rd thru Friday, July 7, 2023  
Last day of the Summer Session.....Friday, July 21, 2023

### Fall Session

First Day for Extended Day.....07/31/23  
First Day of CSA Preschool .....09/01/23  
Labor Day-School Closed .....9/04/23  
Fall Holiday.....No school October 9th thru October13th 2023  
Veteran’s Day-School Closed .....11/10/23  
Thanksgiving Holidays-School Closed .....11/20-24/23  
Last day for Half Day students.....12/14/23  
Last day for Extended students.....12/15/23  
Christmas Holidays-Schools Closed .....12/18/23-1/1/24

### Spring Session

First Day back for Extended day.....01/2/24  
First Day Back for Half Day.....01/4/24  
MLK, Jr. Holiday-School Closed .....01/15/24  
President’s Day No half day classes.....02/19/24  
Spring Holidays-School Closed .....03/11-15/24  
Teacher Work Day /No Half Day Classes.....4/19/24  
Last Day for Half Day Students .....5/17/24  
Last Day for Extended Day Students..... 5/24/24

\*\*\* Remember—If Decatur City Schools close due to weather, we close also. Please listen to local television and radio stations for information. If Decatur City Schools opens late we will open half an hour before the city schools for all Extended Day (7-4:30) and half an hour after Decatur City Schools for all Half Day (8:30-12:30) classes.

**CSA Preschool Tuition Rates**  
**Per Week**  
**Full Day 7:00 a.m.-4:30 p.m.**

Babies & Ones	One Day	Two Days	Three Days	Four Days	Five Days
1 child	\$44.00	\$88.00	\$132.00	\$172.00	\$172.00
2 children	\$83.60	\$167.20	\$250.80	\$326.80	\$326.80
3 children	\$123.20	\$246.40	\$369.60	\$481.60	\$481.60
Twos- Pre-k	One Day	Two Days	Three Days	Four Days	Five Days
1 child	\$42.00	\$84.00	\$120.00	\$164.00	\$164.00
2 children	\$79.80	\$159.60	\$228.00	\$311.60	\$311.60
3 children	\$117.60	\$235.20	\$336.00	\$459.20	\$459.20

**Extra Extended Day**  
**4:30-5:30**

One Day	Two Days	Three Days	Four Days	Five Days
\$5	\$10	\$15	\$20	\$25 per week

# CSA Half Day Tuition Per Month Hours 8:30-12:30

	One Day	Two Days	Three Days	Four Days	Five Days
1 child	\$74.00	\$148.00	\$222.00	\$292.00	\$368.00
2 children	\$140.60	\$281.20	\$421.80	\$554.80	\$699.20
3 children	\$207.20	\$414.40	\$621.60	\$817.60	\$1,030.40

# Tips for Success

- Have breakfast with your child before coming to CSA.
- Escort your child to the classroom door each morning. Encourage him/her to walk to the room.
- Make sure your child has his/her backpack with a change of clothing.
- Knock on the door and wait for the teacher to come. Kiss your child good-bye and tell him/her that you will be back. Then leave! Please do not enter the room!
- Many preschoolers will cry when they are first left at CSA no matter what their ages or previous experiences. However, it is very uncommon for a child to cry for an extended period of time (more than 10 or 15 minutes) or resist becoming involved with others his age who are happily playing.
- Staying with your child only confuses the child and makes leaving later even harder. You are welcome to wait in the hallway and allow someone else to check on your child to reassure you before leaving the building.
- You are always welcome to call the director and ask her to check on your child during the day. Also, please remember that we do not want your child to remain upset unnecessarily and we will call you when you are truly needed.
- We encourage parents to send any security items that might make their child feel more comfortable during the day (pacifiers, blankets, etc.). However, a child's personal toys **should not be brought to the classroom.** You might suggest that toys be left in the car and will be there upon the child's return.

# What Each Child Needs:

## Extended Day (7-4:30)

- **Breakfast:** If your child doesn't eat breakfast at home please send a breakfast for them to eat when they arrive.
- **Lunch:** Please send a lunch for your child. Please make sure all food is labeled unless it is a lunch box with your child's name clearly marked. Make sure it is something that he/she will eat. We do have microwaves in each room to heat up lunches. We also have refrigerators in each classroom to keep items cold. Please keep

*Local pediatricians recommend avoiding certain foods for children under three years of age. These foods include: hot dog wieners, nuts, berries, raisins, popcorn, corn, whole peas, raw carrots, and other small morsels that could become lodged in a child's windpipe. Please help us keep your child safe by preparing his/her lunch carefully. **We also have several children with severe peanut allergies. Please do not bring any peanut products into the preschool area.** We appreci-*

in mind that the teachers will be heating up every child's lunch so send only one item per lunch that will need to be heated.

- **Items for rest time:** Ones B, Twos, Threes and Fours will need a blanket and pillow that will remain at CSA all week and taken home on the weekends or over holidays to be laundered. Your child may bring a sleep "toy" to be used only during rest time. Babies and Ones A will need to send a blanket, pacifier (if used) and any sleep item that will help them.
- **Snacks:** In the morning and afternoon a snack will be provided by CSA. If your child is a picky eater, you may want to send extra items in their lunch box for snack time.
- **Change of clothing:** Accidents do happen! Whether potty training related, spilled juice, or painting mishaps, it is best to remove wet or soiled items for the child's comfort. A change of clothes in a backpack or diaper bag is required for all ages. Please make sure that the clothes are "seasonally appropriate" and include socks and underwear.

## Preschool Half Day (8:30-12:30)

- **Lunch:** Due to our busy schedule, the 3's and 4's will not eat lunch at school. However, a mid-morning snack of apple juice, crackers or other appropriate snack will be served. If your child is a picky eater, you are welcome to pack a snack for your child. Babies, ones and twos will need to bring a lunch complete with a drink. Please send a lunch for your child. For these children, please make sure all food is labeled unless it is a lunch box with your child's name clearly marked. Make sure it is something that he/she will eat. We do have microwaves in each room to heat up lunches. We also have refrigerators in each classroom to keep items cold. Please keep in mind that the teachers will be heating up every child's lunch so send only one item per lunch that will need to be heated. Please do not put carbonated drinks in a thermos, as they often spew.



# For Infants

Please bring the following:

- **Bottles:** (Plastic bottles only.) Be sure to bring enough formula or milk for the day. Refrigerator space is available in the room. Please leave instructions for heating with the teachers. Also, bring water and/or juice.
- **Diapers:** (Disposable, please.) Bring enough to change your baby as often as necessary during the day. You may want to bring a weekly supply of diapers to be left in your child's classroom. Your child's teacher will let you know when you are running low!
- **Clothing:** More than one change of clothing is sometimes needed to keep your baby comfortable during the day.
- **Blanket:** A lightweight blanket is usually needed even in warm weather to keep him/her warm during a nap, as our rooms tend to be a little cool.
- **Baby Food:** Please bring only *unopened* jars of baby food. We have found it helpful if an extra jar is included for the times when your baby may be extra hungry or when we find a seal broken on a jar and it must be discarded. Please send only food that your baby has tried at home.
- **Other items:** It is often helpful to have powder or lotion, a favorite toy or other security item, and any other items you would normally use at home that might help us keep your baby happy!

***REMINDER: PLEASE LABEL ALL THESE THINGS WITH YOUR BABY'S NAME!***