

# Little Crusaders



INFORMATION

HANDBOOK

A Ministry of Faith Baptist Church  
& Christian Academy  
*Ludowici, Georgia 31316*

**FULLY ACCREDITED**

# Little Crusaders Pre-School

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The mission of Little Crusaders Pre-School is to provide a well-balanced program that strives to meet the physical, intellectual, emotional, and spiritual needs of each child. The spiritual needs are addressed by the implementation of biblical values within the scope and sequences of the curriculum. This is all one in a loving, disciplined, and nurturing environment.



Believing that each child is unique, we seek to aid the child as an individual made in the image of God, and to develop a pace that has been set forth for him/her. It is also our belief that the family is an institution ordained by God. In order to compliment your home, it is our desire to provide a loving, Christian atmosphere as an extension of our family unit.

Little Crusaders Pre-School has an experienced and loving staff. They view their positions as a ministry to children rather than just a job. We use the A Beka book curriculum which gives the children an enjoyable experience in a hands-on learning environment.

Little Crusaders Pre-School staff is thrilled to influence and hopefully enhance your child's potential skills. Our goal is to provide a well-run, purpose-full program that is responsive to participants needs. Contact the staff providing care and attention to your child anytime.

- Arlyn Sellars (*Lead Teacher & Director Of Operations*) cell #(912) 294-3583
- Please do not call personal cell number listed above, before 6:00am or after 8:00pm.

## **Hours of Operations:**

- Children must arrive by 9:00am (After-Care is the only exception)
- Pre-School opens at 7:00am and closes at 6:00pm
- Programs are offered for ages 1, 2, 3, and 4-5 year olds year-round, programs for aftercare students are offered but are limited....call for more information.

## Little Crusaders Staff

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**Arlyn Sellars**  
*Lead Teacher  
2 Year Olds &  
Director  
Of Operations*



**Nikki Sikes**  
*Asst. Director  
Lead Teacher  
3 Year Olds*



**Rachel Sweet**  
*Lead Teacher  
3 Year Olds*



**Shelby Radford**  
*Assistant  
Teacher  
2 Year Olds*

# Little Crusaders Staff

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**Maggie  
Spell**  
Assistant  
Teacher  
*3 Year  
Olds*



**Sharee  
Gilbert**  
*2 Year Olds*



**Jayla  
Frankenburger**  
*Substitute  
Teacher*



**Haley  
Chatfield**  
*Lead Teacher  
1 Year Old*



**Bella  
Mendez**  
*Afternoon  
Teacher*



**Meghan  
Waldo**  
*Substitute  
Teacher*

## **Admission Policy**

Enrollment is open for any child (Ages 1-5) Monday through Friday. It is preferred that your child be potty trained before beginning preschool; however, our staff will work with children in this area. Parents should provide (*easy open sides*) “pull-ups” for children. We accept pull-ups (*with pull apart sides*) & diapers!

The following requirements must be fulfilled before enrollment:

- An interview with the school Principal or Pre-School Director
- Registration form complete
- Registration fee paid
- Supply fee paid
- Book Fee paid (Kindergarten students (4-5 year olds) ONLY)
- Copy of child’s birth certificate
- Immunization & Health forms complete (Form 3231)
- Pick-up authorization form complete

## **Philosophy**

Believing that each child is unique, we seek to aid that child as an individual made in the image of God, and to develop him at a pace that has been set forth for him. A well-balanced program is a mission here at Little Crusaders Pre-School. We focus on providing a loving and caring atmosphere where your child can feel safe. We believe in the importance of continuing to teach family values along with the essentials needed for a child to succeed at the next level of education.

# SCOPE & SEQUENCE

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## One-Year Olds

**Language Arts** - Listening Skills that include color, words, shapes, animals, transportation, countries, community helpers, health & safety, science, table manners, & polite demeanor

- Numbers- Simple counting 1-25
- Number concept 1-10



**Bible** - Songs, Memory verses, Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Peter, Good Samaritan

Activities provided that develop patterns, gross motor, fine motor and sensory skills.

## Two-Year Olds

**Language Arts** - Listening Skills that include color, words, shapes, animals, transportation, countries, community helpers, health & safety, science, table manners, & polite demeanor

- Numbers- Simple counting 1-25
- Number concept 1-10

**Bible** - Songs, Memory verses, Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Peter, Good Samaritan

Activities provided that develop patterns, gross motor, fine motor and sensory skills.

## Three Year Olds

**Language Arts** - Recognition of name, sound, and picture for short vowels and consonants Language Development & Listening Skills that include color, words, shapes, animals, transportation, countries, community helpers, health, safety, science, table manners, & polite demeanor

- Numbers- Simple Counting 1-30
- Number concepts 1-15

**Bible** - Songs, Memory verses, Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Peter, Good Samaritan

Activities provided that develop patterns, gross motor, fine motor and sensory skills.

## **History**

Faith Baptist Christian Academy was founded in 1979. The school has maintained a reputation of excellence for over 35 years. FBCA not only provides a pre-school program, but also provides for an excellent elementary and secondary program (K4-12<sup>th</sup> grade) with accreditation through the *National Association of Private Schools*. We are committed to excellence in a Christian environment.

## **Days Closed**

Little Crusaders Pre-School will be closed on New Year's Eve and New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day (July 4<sup>th</sup>), Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and (5 to 7) days at Christmas, which would include Christmas Eve and Christmas Day.

## **Nondiscriminatory Policy**

Little Crusaders Pre-School, a ministry of Faith Baptist Church & Christian Academy, admits students of any race, color, nationality 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, nationality, or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

## **Financial Policies**

A fee schedule and financial policy will be published annually. In addition to the following, please read the contract carefully before submitting. We are a non-profit pre-school and do not offer scholarships or rates based on family income. It is, however, our desire to provide "reasonable" tuition. Registration fees are non-refundable. All forms are to be completed prior to enrollment date.

All students must pay weekly (by) 6:00pm on Thursday following the week of your child's care. If payment is later than 6:00pm, a late fee of \$15.00

will be added to the following Thursday balance due for your child's care.

Weekly tuition will not be adjusted for sickness, holidays, or closing due to inclement weather. If you are planning to withdraw your child, please give two weeks' notice in order that we might contact someone on a waiting list. If advance notice is not given, you will be charged two weeks of tuition.

A late pick-up fee of \$15.00 is charged per child, per hour, anytime after 6:00PM. There is a one-hour minimum. All returned checks will incur a charge of \$25.00 for each occurrence. We except payments in cash or check form ONLY. Checks should be made payable to FBCA or Faith Baptist Christian Academy.

- If a payment is made with large bills and change is needed, we will note a "*credit*" for your child's next payment.

### **Summer Activities**

Activities in the summer months are geared for fun, excitement, imagination, and relaxation. There will be dress-up days, picnics, arts and crafts, to inspire your child's creative and individual development.

### **Vacation Credit Policy**

A child may be absent one week without payment for a "vacation week". A vacation request form must be submitted to the pre-school two weeks in advance. Pre-school bill must be current.

### **Child/Staff Ratio**

We maintain the proper child/staff ratio according to the *Georgia Association of Child Care Services* regulations.

### **Staff Qualifications**

Staff personnel are all experienced and trained for their respective positions. All "teaching" staff are required to earn A Child Development Associate (CDA) Credential. A (CDA) Candidate is an individual who has successfully completed the 120 clock hours of formal child care education, CDA assessment process and has been awarded the CDA Credential by the Council for Professional Recognition, a national association that supports professional development in early education and care.

Child Development Associates (CDA) are trained to meet the specific needs of children and work with parents and other adults to nurture children's

physical, social, emotional, and intellectual growth in a child development framework. Our staff is CPR and first aid qualified.

## **Sick Policy**

A child that has a fever, diarrhea, unexplained rash, runny nose of “green or yellow” (this usually means there is an infection), infectious diseases, any viral symptoms, or vomiting, will not be allowed to attend pre-school until the child has recovered. If your child is sick during the night, he/she should not attend pre-school the following day. Please do not give medication to simply control the symptoms. In most cases, the child will run a fever after the medication wears off and is still contagious to the other children and teachers. If your child becomes sick at pre-school, you will be contacted and asked to pick them up immediately. Children may return after they have been SYMPTOM FREE for 24 hours.

## **Medication**

Medication will only be administered after parent/guardian has filled out authorization form for the medication in its entirety and turned it into the pre-school. We do not administer medicine on a “if/when needed” basis. We will not give patent medicine that is contraindicated, or that is past its expiration date, or was not prescribed to the child. All medications including aspirin, cough drops, chap stick, and Tylenol must accompany a signed note from parent with instructions for administrations records.

We will not administer ANY medication, if the authorization form has not been filled out and signed by a parent/guardian and turned into pre-school staff.

## **Outside Play**

Except in intense heat or inclement weather, children will have an outdoor time each day. If your child has been absent due to sickness, he/she will still be excepted to go outside for fresh air and sunshine with his/hers class; however, the child will be encouraged not to get hot or overdo it.

## **Food and Personal Articles**

Breakfast is served at for children at 8:30-9:00AM. A lunch is provided to all students in the preschool. Parents are permitted to bring a packed lunch for their child. If a lunch box is sent for child, a member of the preschool staff will prepare it for the child. Children are not allowed to bring toys, games, etc...unless it is listed on their activity calendar or the teacher had given special permission. We cannot be responsible for any articles brought

from home that are lost or damaged. Children's personal jackets, Sippy cups, etc. ... should have name or initials plainly marked on the article.



## **Birthday Parties**

Parents are welcome to provide cupcakes, cookies, or birthday cake for their child's birthday. These items will be served during the child's PM snack time (2:00). Parties that include invitations, visits from clowns, etc... should not be held at the preschool.

Parents will be given an opportunity to help with class parties. Birthday parties are allowed during regular snack time, 2:00PM. Please notify your Childs teacher in advance, if you are planning to bring birthday cake or cupcakes.

## **Parent Communication**

Teacher/ parent conference will be held as needed. The parent, as well as the teacher, may request them. Any minor problems that may occur should be directed to the teacher before bringing them to the attention of the administrator. If you believe there is still a problem after talking with the teacher, please contact the Director of Operations (Arlyn Sellars).

Teachers will strive to keep you informed of your child's progress. Please check your child's cubby DAILY, for upcoming events, new lunch menus, children's arts & crafts, behavior forms etc.

## **Arrival and Departure**

Each child should be brought/picked up at the preschool signed-in/out table. The parent/Guardian is required at every occasion of arrival and departure to sign their child in/out by signature or initial and document the time. If you need help locating the sign-in/out form, please ask the preschool staff. A child must never be left in any location without supervision.

We would like to encourage you to drop off you children with a hug, kiss, and promise to pick them up as soon as you are able. Please keep conversations during drop-off/pickup short with teachers, for their responsibility is to focus on several children at once: it is a job that demands their attention.

## **Information Change**

Any changes that occur on your child's application or health form must be turned into a member of the pre- school staff as soon as possible. Expired immunization forms must be updated and turned in ASAP as well.

## **Visitation**

Feel free to pick your child up at any time after the academic day (12:00PM) without prior arrangements; however, keep in mind that your child, as well as other children, tend to act differently when parents are in the room.

We would ask that you not come to the preschool for a visit and then leave without taking your child. Having to make another break from the parent is usually upsetting for a young child. This is especially disruptive since we have a structured, academic program. Of course, there may be exceptions, but please consult with a member of the pre-school staff prior to your visit if you will be leaving without your child.

## **Preschool Dress Code**

Preschool children are not required to wear the school uniform, but we do ask that children be dressed appropriate and modest in appearance and with the intention of having fun!

*Girls:* Girls may wear dresses or skirts; however, we ask that shorts are worn under them for outdoor play reasons. Please provide a change of clothes including: underwear, socks, and an outfit for their cubby.

*Boys:* All clothing must be appropriate and modest in appearance. Please provide a change of clothes including: underwear, socks, and an outfit for their cubby.

## **Discipline Policy**

We believe that consistent, loving discipline is essential in contributing to an efficient program. The basic responsibility for discipline resides in the home; therefore, parents will be informed when unusual circumstances arise, such as bad behavior. It is almost impossible to be of any help to your child unless you are in active support of what we are attempting to do. (Prov. 3:12, 13:24, 19:18, 22:15)

Sometimes a child will persistently have a behavioral problem such as: hitting, biting, push, pulling hair or some other form of disobedience. We handle these situations by talking to the child, separating him from the rest of the group, and taking a privilege (Line-leader, Treasure Box Friday etc.) away as well as making him/her apologize for their actions. For problems

that continue, the parent will be asked to come to the school for a conference and discuss the child's behavior. The pre-school reserves the right to request the withdrawal of any student whose parents are not willing to follow the well-established disciplinary procedures of the preschool. After incidents such as; continuous misbehavior (hitting, kicking, biting etc.) towards teachers or students, the parent of the misbehaving child will receive a form stating the child has two more strikes of misbehavior. On the child's third strike, he/she will have one day suspension from pre-school.

### **Physical examinations**

The State of Georgia requires that all children have their immunization up-to-date, and on file at the pre-school the child is attending. The appropriate form (form #3231) MUST be turned into the pre-school prior to the Childs first day.

### **Progress Reports**

No report cards are issued for pre-school; however, reports will be sent home daily, informing you of your Childs behavior, and class performance. Parents can consult with the teacher and staff about their child's progress and behavior anytime.

### **Facilities Conditions**

The facilities of the Little Crusaders Pre-School are modern, clean, and kept in a state of good repair. It is built of brick, block, and wood construction with central heating and air conditioning. The present facilities allow accommodation for up to 30 students.

### **Inclement Weather**

In the event of inclement weather, listen to the local radio/TV stations for announcements regarding the closing. Little Crusaders Pre-School follows Long County schools in regard to bad weather decisions. If you have questions regarding closing, contact Arlyn Sellars @ (912) 294-3583.

### **Memorandum(s)**

Memos and notes are important means of communicating between parents and the teachers. Please make sure you check your child's cubby at pick-up,

for all recent progress/ behavior reports, memos, crafts, etc.

## **Parent Teacher Conferences**

You may request a conference at anytime. Your child should not attend these conferences.

### **PLEASE NOTE:**

1. Discounts always apply to the lesser amount of tuition or after-care charges. There is no discount on hourly, daily, or summer after-care fees.
2. Summer care services open at 7:00AM and closes at 6:00PM.

- AM ONLY begins at 7:00AM and ends at 12:00 noon.
  - PM ONLY begins at 12:00PM and ends at 6:00PM.
3. Breakfast is only provided to students that arrive by 8:15AM.
  4. Lunch is only provided to students that arrive by 11:00 AM.
  5. After care is provided for students at \$10.00 per day, \$5.00 per day for FBCA students.
  6. During holiday weeks or when Little Crusaders Pre-School is closed, the care rates remain the same.
  7. Summer care (day camp) is available on a per student per week basis for ages (1-12).
  8. Full day programs includes breakfast, lunch, and PM snack.
  9. If your child is attending the full day program, you must supply a sleep-mat, blanket, & pillow (for nap time)



## Payments and Fees:

- Aftercare accounts are to be paid weekly by 6:00pm on Thursday.
- Miscellaneous Fees:

Return check fee \$25

Late pick-up for ALL students (After 6:00PM, for any part of an hour.) \$15.

*NOTE:* Other fees may be incurred (I.e., art, etc.).

- **If parents accumulate 3 weeks late tuition, the total balance must be paid in order for your child to return to school.**

## Biting Policy:

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at *Little Crusaders* is our primary concern. The *Little Crusaders* biting policy addresses the actions our staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. *Little Crusaders* will encourage the children to "use their words" if they become angry or frustrated. Our staff members will maintain a close and constant supervision of the children at all times.

Please note the following:

- Any student that bites a student or staff member, **2 times in the same day**, will be suspended for the remainder of that day, and the following day.
- Any student that bites a student or staff member, **4 times in 1 week**, will be suspended an additional 2 days.
- Any student that is suspended **twice in the same month** will be expelled from Little Crusaders.

Please keep in mind that the safety of the student is our primary concern, and we are attempting to implement policies to further the well-being of each student here at *Little Crusaders*. If you need any further clarification on this change of policy, please contact me at (912) 294-3583.

# Pre-School Fees & Rates

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## Programs & Available Rates

*If your bill is delinquent for a period of three weeks, your child will not be allowed to attend until the bill is brought up to date.*

- Registration Fee per Family (Non-Refundable)..... \$100
- Facility & Supply Fee per Child (Non-Refundable) \$65

### **1-3 Year Old Program - \$100 Weekly:**

### **Before & After-Care**

LITTLE CRUSADERS PRE-SCHOOL students.....\$5.00 per day  
Outside students.....\$10.00 per day

### **Discount Rate**

Second Child..... 15%  
Third Child..... 20%  
Fourth & Succeeding Children ..... 25%

# Preschool Supply List

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1 containers of Clorox wipes 2 boxes of tissues  
2 boxes of JUMBO crayons (*8 count, primary colors*) 1 box of Crayola washable markers  
1 tube of Elmer's liquid glue  
1 pack of (*multi-colored*) construction paper 1 double pack of glue sticks  
1 bottle of hand sanitizer  
1 pack of Play-dough (*4 count*)  
1 full change of clothes (*including shoes and socks*) 1 School supply box (*small*)



**Napping materials** (*blanket and pillow*) 1 Kindermat



## Daily Supplies:

**Only 1 & 2 year olds** - *Diapering materials: butt paste/baby powder, diapers/ pull-ups and wipes. \*Must be pull-apart sides*

**1 year to 3 years** - Cup (with lid)

**(PLEASE LABEL ALL STUDENT'S SCHOOL SUPPLIES CLEARLY)**

# Little Crusaders

## Preschool Menu

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast-</b> Poptart	<b>Breakfast-</b> Cereal	<b>Breakfast-</b> Nutri-grain bar	<b>Breakfast-</b> Poptart	<b>Breakfast-</b> Cereal
<b>Lunch-</b> Hotdogs, fruit, whole kernel corn & chips	<b>Lunch-</b> Ham & cheese sandwich, fruit & chips	<b>Lunch-</b> Chicken nuggets, Fruit & chips	<b>Lunch-</b> Peanut butter & Jelly sandwich, fruit & chips	<b>Lunch-</b> Pizza, fruit & chips
<b>Afternoon Snack-</b> Cheese Crackers	<b>Afternoon Snack-</b> Butter ring cookies	<b>Afternoon Snack-</b> Ritz Crackers	<b>Afternoon Snack-</b> Crème filled cookies	<b>Afternoon Snack-</b> Animal Crackers



