

## ***Mission Statement***

*To reach and teach young children and families in our community about the truths of God's love and to stimulate learning in all areas of development, including: spiritual, physical, social and emotional.*



***Train up a child in the way he should go; and when he is old, he will not depart from it.***

***Proverbs 22:6***



**Hampton First  
Baptist Academy**

**Preschool  
Handbook**

**2026 - 2027**

85 McDonough Street

Hampton, GA 30228

770-946-4802

[www.HamptonAcademy.org](http://www.HamptonAcademy.org)

*Academy Director: Tyler Nail*

*Senior Pastor: Craig McAdams*



Dear Parents:

As we begin our 26th year of Hampton First Baptist Academy, we would like to welcome your family to our program.

We are honored that you have chosen our Academy. At HFBA, we know that a positive learning experience is essential for both child and parent and hope to make that possible here.

Please take a moment to look over the Academy Handbook to familiarize yourself with our policies and procedures. If you have any questions, please feel free to contact me.

On behalf of the entire Academy Staff, Academy Committee and HFBC Staff, I thank you for choosing Hampton First Baptist Academy. We look forward to a wonderful year with both your child and you.

In Christ's Service,

*Tyler Nail*

Hampton First Baptist Academy



Dear Parents,

Hampton First Baptist Church is honored and humbled to partner with you in the nurturing and training of your child. At Hampton First Baptist Academy, we understand how precious and important children are and that these are very formative years for them. Tyler Nail and her staff are excited that you have allowed them to be a part of this important stage of their lives.

The Academy team is prepared and eager to make your child's time here profitable, both educationally and spiritually. We are confident that your child will enjoy learning, interacting with other children, singing, playing, and sharing special fun days throughout the year.

I also want to take this opportunity to invite you to visit our worship service at Hampton First Baptist Church. The world can be a confusing and difficult place. As a result, everyone needs some spiritual support and encouragement to help them navigate through this life. We are a church family that cares about people and would love to come along side you as extended family and friends.

Thank you for the opportunity to work with your child.

In Christ,

*Craig McAdams*

Senior Pastor



### Outside Play

Fresh air and exercise are important for children. This is a regular part of our daily schedule. Everyone plays outside, unless weather is rainy, extremely cold, or otherwise disagreeable. In general, if a child cannot play outside because of illness, he or she should be kept home. Please remember to send a jacket during the winter months for outside time.

### Birthdays

A birthday is a very special time for a child and probably the most important day of the year for him or her. A birthday snack can be brought in for their special day. Please schedule this with your child's teacher.

### Special Parties/Events

At various times during the year, we will have special holiday parties or events. A calendar will be sent home each month to let you know of special happenings in our program and also here at the church. You can also check the Academy website and our Facebook page for upcoming events. Room moms will help coordinate these activities. If you would like to help, please let the teacher or Room Mom know.

### Room Moms/Volunteers

Each class will need a Room Mom and moms who are willing to help with parties, field trips, programs, and other activities. If you are willing to help, please sign up in the class room.

### Referral Program

We have found that our happy families are our best advertisement. If you refer a new family and they enroll their child, you will receive a \$25 discount off the next month's tuition (for the year they are enrolled).

## Medications

If a child is on routine medications such as, asthma medications, etc., a parent must complete a medication form before the teacher can give any medications. Please note the following:

- Medication must be in the original container and labeled with the child's name, date and a prescribing doctor's name clearly printed on the label.
- Dates and times of administration must be clearly written on the form.
- Authorization to dispense prescription and non-prescription medications is limited to two weeks unless otherwise prescribed by a physician.

## Accident/Emergency

Accident Report forms will be completed on Brightwheel by the teacher when an accident or injury occurs. An accident is anything physical on the skin.

- Non-emergency notification

In case of illness or injury that occurs at school, I understand that the school will evaluate, provide first aid, and contact me, if necessary, for further advice and/or pick up. If the school is unable to reach me, I hereby authorize it to contact my emergency contact person.

- Emergency notification procedure

In the event that an injury or illness is extremely serious or life threatening to my child, I understand that the HFBA staff will first contact emergency medical professionals; then contact me or my emergency contact if I cannot be reached. A Medical Release form will be required for each child and kept on file.

## Hampton First Baptist Academy

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## Classes and Programs Offered

### Mom's Day Out

Mom's Day Out Classes for ages 6 months - 24 months will meet from 8:30am – 12:30pm

- 2 day classes will meet on Tuesday & Thursday

### Preschool Classes

All Preschool Classes will meet from 8:30am – 12:30pm

#### 2 Year Old Preschool

- 4 day classes will meet Monday – Thursday
- 3 day classes will meet Tuesday – Thursday

#### 3 Year Old Preschool

- 4 day classes will meet Monday – Thursday
- 3 day classes will meet Tuesday – Thursday

#### 4 Year Old Preschool

- 5 day classes will meet Monday – Friday
- 4 day classes will meet Monday – Thursday

### Kindergarten, First and Second Grade

This class will meet Monday – Friday, from 8:00am - 2:30pm.

**\*\*Age Requirement:** Children are enrolled in classes based on their age according to the Georgia Department of Education guidelines, which is September 1st of each school year.

HFBA is not licensed with *Bright from the Start, Georgia Department of Early Care and Learning*, but has received a Letter of Exemption as a child care center.

### Potty Training

**All students in the Three and Four Year Old Classes should be completely potty trained before the start of school.** The 3 and 4 year old rooms are not equipped with changing facilities, nor does the daily schedule allow time for diaper changing.

If a child is 3 years old and not potty trained, they may be offered a place in the Two Year Old Class, if space is available, until the skill of potty training is achieved.

### Illness

Never bring your child if he or she is not feeling well. If a child gets sick during school hours, we will notify you to pick up the child.

A child should not be brought to the program if he or she has any of the symptoms below or any other symptoms that are contagious:

|   |                   |
|---|-------------------|
| Vomiting                                      | Sore throat       |
| Diarrhea                                      | Undiagnosed rash  |
| Severe coughing                               | Open lesions      |
| Pink eye                                      | Flu like symptoms |
| Any symptom of infectious childhood disease   |                   |
| Severe runny nose (other than clear drainage) |                   |
| <b>Fever of 100° or more</b>                  |                   |

**A child must be symptom and fever free for 24 hours, without medication, before returning to school.**

The Academy Director should be notified if a child is diagnosed as having any of the following communicable diseases:

|                |          |                       |
|----------------|----------|-----------------------|
| Chicken pox    | Impetigo | Rotavirus             |
| Common cold    | Lice     | Rubella               |
| Diphtheria     | Measles  | Salmonella            |
| Flu            | MRSA     | Strep Throat          |
| Hepatitis A    | Pink Eye | Viral gastroenteritis |
| Herpes Simplex | Ringworm | CoVid-19              |

## Snack Policy

Since the children will be leaving at 12:30 pm, we feel they need an adequate snack to tie them over until lunch. We are asking that you send in a **nutritious** snack and a drink (or they can have water) in a spill-proof cup.

Following are some examples of acceptable snacks:

|                      |                     |
|----------------------|---------------------|
| Fruit (ready to eat) | Raisins             |
| Trail mix            | Breakfast bars      |
| Granola bars         | Crackers – any kind |
| Fruit snacks         | Cheese sticks       |
| Dry cereal           | Sandwiches          |

**Please do not send anything that will need to be heated or cooked in the microwave.**

We are trying to avoid high sugar foods and drinks such as: candy, chocolate, carbonated and/or caffeinated drinks and high-energy sport drinks.

**If your child's snack/lunch needs utensils, please send them with their snack. We do not provide spoons and forks.**

Please note that some students may have peanut/nut allergies. Please check with your child's teacher before sending items such as peanut butter sandwiches or crackers.

There will be some days that the teachers will have a snack that goes along with their curriculum. You will be notified ahead of time.

## Admission Requirements

A child entering HFB Academy must be at least six (6) months old.

The following must be completed prior to enrollment:

- A registration application
- Paid registration fee for each child
- Handbook Acknowledgement Form
- Copy of Birth Certificate
- A **current** Certificate of Immunization is **REQUIRED** within 30 days of the child's enrollment and must be kept current throughout the school year.
- Ear, Eye & Dental (EED) form #3300 are **REQUIRED** for 4K and 5K.

HFB Academy admits all qualified applicants without regard to race, sex, ethnic or national origin.

## Biblical Standards

Hampton First Baptist Academy's admissions policy opens the Academy to families who are supportive of our philosophy, objectives and standards of education which are based on the Biblical truths taught in God's Word. Our purpose is to serve families who are seeking not simply a private education, but a distinctively Christian foundation for their children.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students the truths of God's Word. We hope this will complement the beliefs and ideals taught at home as we partner with you to educate your child in God's truth.

## 2026-2027 Fee Schedule

Registration Fee: \$100 until March 6 (**NON-REFUNDABLE**)

Registration Fee: \$150 after March 6 (**NON-REFUNDABLE**)

Both registration fee and application must be submitted in order for your child's name to be placed on the enrollment list. Please make sure that the application is complete.

**Curriculum Fees:** Must be paid by May 1<sup>st</sup>. If not paid by this date, the student's name will be dropped from the roll. All curriculum fees are **NON-REFUNDABLE**.

| <b>Tuition Prices:</b> | <b>Curr</b> | <b>Discounted</b> |               | <b>Monthly</b>          |                   |       |
|------------------------|-------------|-------------------|---------------|-------------------------|-------------------|-------|
|                        |             | <b>Fees</b>       | <b>Yearly</b> | <b>Tuition (by 8/1)</b> | <b>(10 pymts)</b> |       |
| MDO 2 Days             | \$60        | \$1850            |               | \$1758                  |                   | \$185 |
| 2 Year Olds            | \$125       | \$2400            |               | \$2280                  |                   | \$240 |
| 2 Year 4 day           | \$125       | \$2700            |               | \$2565                  |                   | \$270 |
| 3 Year Olds            | \$175       | \$2400            |               | \$2280                  |                   | \$240 |
| 3 Year 4 day           | \$175       | \$2700            |               | \$2565                  |                   | \$270 |
| 4 Year Olds            | \$250       | \$2750            |               | \$2613                  |                   | \$275 |
| 4 Year 5 day           | \$250       | \$3000            |               | \$2850                  |                   | \$300 |
| Kindergarten           | \$300       | \$3750            |               | \$3563                  |                   | \$375 |
| 1st Grade              | \$525       | \$3750            |               | \$3750                  |                   | \$375 |
| 2nd Grade              | \$525       | \$3750            |               | \$3750                  |                   | \$375 |

Tuition is paid on a **10-month contract**. Tuition payments are due by the first of each month. **A \$20.00 late fee will be added on any tuition payments received after the 10<sup>th</sup> day of the month** (except August, it is late after the first day of school). Please make checks payable to HFBA. There will be a \$25 charge for any checks returned by the bank.

Discounts: Discounts cannot be combined.

Payment in Full: 5% off of total tuition (**must be paid by August 1<sup>st</sup>**)

Siblings: First Child - no discount

Second Child - 5% discount

Third Child - 10% discount

## Clothing

Please dress your child in play clothes. Children enjoy their play experiences more if they are not constantly concerned about their clothing.

- We have found that tennis shoes are better for the playground. The bark tends to get in their shoes otherwise. If they don't wear tennis shoes, please be sure their shoes have a back on them.
- Please do not put a belt on your child if they cannot buckle and unbuckle it themselves. This makes it difficult for them during restroom breaks.
- Please mark ALL the child's belongings with his or her name. Don't forget to label coats, hats, gloves, etc. **We ask that each child bring a change of clothes and undergarments, including socks, to be kept in their backpacks in case of spills, etc.**

## Book Bags/Back Packs/Diaper Bags

Each child should bring a tote bag, backpack, or diaper bag, clearly labeled with his/her name visible on the outside of the bag. **Back-packs and tote bags should be full size**, large enough to accommodate a letter size folder and other items sent home with your child. All personal items must fit into the bag.

Please refrain from sending personal belongings such as: toys, stuffed animals, etc. These items should not be brought to the classroom unless requested by the teacher. **Toy weapons (guns, knives, etc.) are not permitted.** If your child has a special book or video he/she would like to share with the entire class, please consult with the teacher about bringing it to class.

## Discipline Procedures

HFB Academy seeks to base all of its programs on the Word of God. Our primary objective in disciplinary action is to *lovingly restore the student to fellowship.*

The following behaviors are unacceptable in HFBA classrooms:

Disobedience  
Interrupting class  
Horseplay  
Running in hallways or classroom

Any actions that interrupts teacher instruction or distracts other children from learning.

HFB Academy Discipline Policy states the following methods of discipline concerning these classroom rules per Director's discretion:

1. Time out or time apart from class activities;
2. Withholding school rewards and privileges;
3. Parent Consultation.

Procedures for handling specific situations in the school setting such as throwing things, bullying, hitting, pushing or shoving, kicking, fighting, biting or spitting:

1. When a student becomes a discipline problem to the point that the teacher feels that she has done all she can, the student will be sent to the Director's office.
2. The second time the behavior becomes intolerable, parents will receive a phone call from the school.
3. The third time this situation occurs, an immediate conference between parents, teacher and the Director will be set up on that day during school hours. The privilege of the student to attend Hampton First Baptist Academy will be reviewed. Any child that cannot conform to the classroom environment and procedures will be asked to withdraw from the school.

## 2026-2027 School Calendar

Friday, August 7<sup>th</sup>—Open House 10-11am

Monday, August 10<sup>th</sup>- 1st Day of School

Monday, September 7<sup>th</sup> - Labor Day

Friday, October 2<sup>nd</sup> - Early Release Day @ 12pm

October 5<sup>th</sup>—9<sup>th</sup>— Fall Break

November 3<sup>rd</sup> - Teacher Wk/Election Day - No school

November 23<sup>rd</sup>—27<sup>th</sup>— Thanksgiving Holiday

December 18<sup>th</sup> - January 5<sup>th</sup> - Christmas Holiday

Wednesday, January 6<sup>th</sup> - Return to School

Monday, January 18<sup>th</sup> - Martin Luther King, Jr. Holiday

February 15<sup>th</sup>— 19<sup>th</sup> - Winter Break

March 19<sup>th</sup> - Early Release Day @ 12pm

March 26<sup>th</sup>—No School Good Friday

April 5<sup>th</sup>-9<sup>th</sup> - Spring Break

May 20<sup>th</sup> - Last Day of School

**\*Please note that we will be using the same School Calendar as the Henry County School System for all holidays and teacher workdays.**

In case of inclement weather, Hampton First Baptist Academy will follow the Henry County School System. However, the Academy Director may choose to alter or close the Academy based on our individual school needs, to ensure the safety of all students and staff.

## Policies and Procedures

### Brightwheel

The Academy utilizes Brightwheel, an online student management system. This app allows us to track attendance, accept payments, and communicate directly with you among other options.

### Fees and Tuition

The registration fee is due when you turn in your child's application. The Curriculum fee is due by May 1st. If not paid by this date, the students name will be dropped from our roll. **Registration and Curriculum fees are NON-REFUNDABLE.**

Tuition is paid either annually or on a 10-month contract. The monthly tuition is due on the **first day of each month**. Payments can be made on the Brightwheel app and checks should be made payable to *Hampton First Baptist Academy (HFBA)*. **Full tuition must be paid even when children are absent for any reason**. No refunds or exceptions on tuition because of absenteeism, vacations or sickness. If your child's account is over 30 days past due, the student will not be able to return to school until it is paid.

- **Late Fee** - A \$20.00 late fee will be added for payments received after the 10<sup>th</sup> of the month.
- **Return Check Fee** - There will be a \$25 charge for returned checks.
- If you need to remove your child from our program, a two-week notice is required or a two-week tuition fee will be assessed. All accounts must be current before you can receive their books or before a transcript or letter of recommendation can be mailed.

### School Hours

Preschool hours are 8:30am-12:30pm. If you are tardy or need to pickup your child before 12:20pm, please check in at the Academy office located at the Academy entrance.

### Late Pick-Up Fee

Dismissal is at 12:30pm. You are allowed a 10 minute grace period. After 10 minutes, you will be charged a \$5 late fee which will be charged to your Brightwheel account.

### Security System

**To ensure a smooth and secure transition during pickup, please adhere to the following Academy safety protocols:**

- **Identification:** Any individual picking up a child must present a valid government-issued photo ID.
- **Authorized Persons Only:** Children will only be released to individuals specifically listed on the official authorization form.
- **Routine Changes:** For planned changes in transportation, please provide a written note in advance.
- **Emergency Exceptions:** If an emergency requires an unauthorized person to collect your child, you must contact the Academy office immediately for verification.
- **Record Updates:** Any permanent changes to your authorized pickup list require formal written notification to the office.

### Visitor Procedures

Anytime you are visiting the Academy, please sign in at the Academy office. You will receive a visitor's sticker. Make sure you sign out when you leave.