

# Churchland Baptist Preschool Parent Handbook

Churchland Baptist Preschool would like to welcome you and your children to our program. We have planned an exciting year filled with a wide range of learning activities to help your children grow and explore their world. We are a non-profit preschool that strives to help fulfill the community's need for quality childcare and education in a loving Christian environment.

Please take the time to read through this booklet to familiarize yourself with our policies and procedures. Our school could not operate without your participation, and we welcome your involvement in the program. We do our best to communicate via our monthly newsletters, facebook pages, and our parent board. Please feel free to speak with us about daily activities and progress. Our doors are always open to you, and we encourage you to stop in anytime to observe, participate in a class activity, or just have lunch with us.

*"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these." Mark 10:14 NIV*

## **General School Information**

Hours of operation: 9:00 am to 1:00 pm, Monday – Friday  
\*2 ½ year old classes dismiss at 12:00

|                |  |
|----------------|--|
| Ages served:   | Age 2.5-5  |
| Phone numbers: | Office: 757-484-2351<br>Fax: 757-484-3971  |
| Director:      | Christina Going  |
| Email:         | churchlandpreschool@gmail.com  |
| Website:       | <a href="http://www.churchlandbc.org/preschool">www.churchlandbc.org/preschool</a> |

## **Classroom Assignments**

Licensing regulations require preschool classes to be structured according to age. Children must be 30 months by September 30,2019 in order to attend 2 ½ classes. Children entering the Pre-K program must be 4yrs old by September 30<sup>th</sup>. We cannot guarantee placement in a certain class. Children are placed in classes based on age.

|               |         |                          |
|---------------|---------|--------------------------|
| Class Ratios: | 2 ½ -3s | 8 children to 1 teacher  |
|               | 3s-4s   | 10 children to 1 teacher |

## **Operations Policies**

### All Are Welcome

We welcome children and families of all ethnicities, religions, backgrounds, and family types. We offer unconditional love and acceptance to all children!

### Smoking Policy

No smoking is allowed in the buildings, on the playground, or anywhere on church property.

### Pet Policy

Pets are not allowed on school grounds without prior written approval from the Director.

### Weapons Policy

No weapons of any kind are allowed on school property.

## **Pick up/ drop off policies**

Our school takes great care to provide a safe and secure environment for the children in our care. Please follow the guidelines to best direct the flow of traffic. During the first week of school, allow time for students to transition to the school routine. Please be aware that parents must always supervise their children when on church and school property before and after class. At no time can a child be left unattended in your car or anywhere on church property. Please encourage your child to follow school rules: only “walking feet” in the hall, only grown-ups opening doors. This will help keep them safe.

**People picking up and dropping off a child must be 18 or older.**

### Drop off

Doors will be unlocked from 8:55 a.m. - 9:30 a.m. Students are expected to be in class at 9:00. Sign in sheets are located outside your child’s classroom door. Please sign your child in each morning.

### Pick up

In the afternoon we carpool pick up. Please enter from the Popular Hill entrance then proceed around the church to the south side of the school. Make sure car tags are displayed visibly for teachers to see. Parents who come into school for pick up please park North side of the school and enter the side door. A sign out book is located at the desk.

For our 2’s classes, the doors will be unlocked for pickup from 11:55-12:05. If you are not here to pick up your child by 12:30 you are late and will be charged a \$10.00 late pick up fee.

For our 3’s and 4’s classes, the car line pickup begins at the South side of the school at 12:55 p.m. If you are not here to pick up your child by 1:30, you are late and will be charged a \$10.00 late pick up fee.

When you place people on your pickup list, be sure to let them know that they’ll need a photo ID the first time they come to the school. If there is a custody issue, we are required to have a copy of the court documents detailing the custody arrangements. If someone is named on the registration form as a parent, we cannot prevent them from removing the child, unless we have court documentation that states otherwise.

### Emergency Situations

We will call all emergency pickup numbers if a parent is late, and if a child remains at the center thirty minutes after closing, with no word from the parent or any authorized contact person, we will notify proper authorities.

***Weather – Anytime Chesapeake public school district is closed, we will also close.***

*Other* - In the event of a local police or other emergency, we will operate under a lock-down situation. The school entrances will be locked and everyone will be screened for security purposes. There will be a member of the administration at the door to check identifications. Once identification has been established, we will admit those authorized to pick up children into the facility.

## **Financial Policies**

### Tuition and Registration

Registration is a non-refundable fee that must be paid in full prior to the child's first day of attendance. We cannot guarantee a child's placement until registration is paid. Registration is due annually to secure a child's class placement and cannot be refunded.

Enrichment fee (Pre-K classes only): A \$10 enrichment fee is required for purchase of materials used in the Pre-K classrooms. This fee covers the cost of Learning without tears workbooks and is due annually.

Tuition is due at the 1<sup>st</sup> of each month and can be paid via check, online, or cash. After the 5<sup>th</sup> of the month there is a \$25 late fee that will be applied to the account. Tuition checks can be placed in the tuition box located in the lobby area under the parent board. Payments in the form of cash need to be paid directly to the Director.

Online payment: Tithe.ly can be set up to do an automatic monthly tuition payment with either a bank account or credit card. Link: <https://www.churchlandbc.org/tuition>

Here's some helpful information:

- You'll enter the amount for tuition and it's already pre-selected to go for tuition.
- You can use either a bank checking account OR credit card.

*(options are at the very bottom of embedded link)*

- In the note/memo line, please put (Child's Name) for (Month) Tuition

*Example (Jane Doe's October Tuition).*

**\*This is setup to you as a courtesy, please accept responsibility to pay the convenience charge!**

If tuition is not paid after **30 days**, the child/ children will be considered disenrolled. Once a child has been considered disenrolled they must complete the registration process again.

The school year is from September through May. **December tuition is ½ off due to Christmas Break.**

*A 5% discount will be offered for families that pay the full year tuition in advance.*

### Military and Sibling Discounts

Active duty military with valid ID will receive 5% off each month's tuition.

Sibling discount is offered for 5% off the youngest child each month.

*\*These discounts cannot be combined.*

All tuition payments are due regardless of attendance. Payments are not based on the number of days attended that month or week, but rather, are a monthly payment plan based on the total school year tuition amount. If a child will be out for more than 14 days half tuition is required as well as documentation on the extended absence. We cannot hold a child's place if tuition is not paid.

### Returned checks

A \$35.00 fee is charged for a returned check. You will be notified if we receive a check back from the bank. Cash in the amount of the returned check plus the \$35.00 fee must be paid within 5 days of notification to rectify the account. After the second NSF check, the account will automatically be changed to a cash-only basis.

### Withdrawal

If you chose to break your enrollment contract, Churchland Baptist Preschool requires families to provide a 30-day written notice. **You will be penalized one month's tuition if you do not provide a 30-day notice.**

*\*Active duty Military must provide a permanent change of orders to avoid any fees.*

### Paperwork

All registration paperwork and registration fees must be turned in prior to your child's first day of school. There is a 30-day grace period for school physical and immunizations records. The following is required to attend:

- registration form/ paid registration fee
- school entry physical
- immunization record or religious exemption
- 2 local emergency contacts other than parents/guardians

### Children's Records

We make every effort to safeguard your child's personal records and information. Records are kept locked for access only by the Director. If you need a copy of your record you may receive one at any time.

### Discipline/Appropriate Guidance Policy

Our classroom discipline structure focuses on positive reinforcement to demonstrate acceptable behaviors. Inappropriate behaviors are redirected through modeling and positive encouragement. Children are never allowed to hurt one another or to damage property. Teachers and children work together, enabling the child to respond in a more positive way the next time the situation occurs.

We encourage self-discipline and allow for errors and new trials during their learning process. Children learn to make good choices and to be held accountable for their choices, gaining self-control and self-esteem as they learn to manage conflicts and classroom interactions.

Occasionally, a child will be unable to positively respond to the usual methods (redirection, separation from the group, loss of privileges, or other logical consequences) available to the teachers for controlling unacceptable behaviors. In this case, parents may be contacted by the Director to come pick up a child, or a conference would be requested with the goal of working together to resolve the behavior issues. Please note that every effort is made to help the child and the family work through behavioral difficulties. If the behavior does not improve after parent-teacher interventions have been made, a child may be asked to leave the program.

#### Sick Child Policy

We strive to keep all children in our school as healthy as possible. If your child becomes ill at school or shows any of the following symptoms, the director or teacher will contact you for immediate pick up. Children who exhibit any of the following will not be allowed to attend.

- Fever over 100 degrees under arm (auxiliary) or higher, and if they have one or more of the following: diarrhea, earache, signs of irritability or confusion, sore throat, rash. (Must be fever free 24hrs without use of fever reducing medications (Tylenol)
- Excessive green, drainage from the nose.
- Eye discharge or pink eye (children can be readmitted after medical diagnosis to rule out bacterial or viral infection of 24 hours on an antibiotic)
- Fatigue that prevents participation in normal activities
- Open oozing sores/ scabs, unless properly covered and 24 hours on antibiotic treatment
- Head lice- until treatment is effective and a follow-up check has been made by school personal

**\*To return to school for any illness, children must be 24 hours symptom free, on an antibiotic, or with a signed physician's note.**

#### Medication

Parents must sign a medication authorization form giving permission for any medication to be dispensed. The staff will document each time the medication is given with the time, date, dosage amount, and staff member's name. Prescription medications **MUST** be in the original container with the pharmacy label containing the child's name, dosage information, date, and physician's name on the bottle. All medication is kept locked in the office away from children.

#### Allergies

**We are not nut free school.** If your child does have a severe allergy, please let the Director and teacher know so accommodations can be made for that child. For severe allergies please provide the proper paperwork and medications, (i.e. inhalers, EpiPen) to be kept at school.

#### Dress Code

- Please send your child to school in clothes that you don't mind getting messy or stained. We are very creative – messy activities are a hallmark of a high-quality school!
- Shoes must be safe for all activities--especially the playground. NO flip-flops or backless shoes are allowed.

- We do not allow jewelry other than small stud earrings to be worn at school. Jewelry can be lost or damaged during active play and is also a hazard on the playground.
- Be mindful of jackets/sweatshirts with drawstrings. These can become a hazard as well.
- Please dress for the weather. Make sure to update change of clothes seasonally.
- **Remember to LABEL EVERYTHING your child brings to school.** Jackets and extra clothing are not always recognized by the child, and we would like to ensure that we return each article to the proper child. Change of clothes are to be in a Ziplock bag with the child's first and last name.

### Toys/Candy from Home

Please **DO NOT** bring toys from home. Bringing toys from home creates conflict in a group setting. They can also be lost or broken, and we will not be held responsible for ensuring this does not happen. Please check pockets for coins, toys, gum, candy, and trinkets. Children may also not have in their possession anything that can fit through a choke-test tube.

### SNACK AND LUNCH

Children are to be fed breakfast prior to school therefore we do not allow a child to bring food into the classrooms in the morning. A simple, nutritious snack is provided daily as part of your tuition.

- Please provide your child with a lunch that they can open and eat by themselves. Helping the children to develop self-sufficiency is a big part of our philosophy, as true self-esteem comes from feeling capable.
- Please do not send soda or candy.
- Refrigeration and heating are not available.
- If the lunch needs to be kept cold, please include an ice pack in the lunchbox.

### CLASSROOM PARTIES

#### Party Days

Teachers will request parents to provide items for specific party days. A sign-up sheet will be located outside our child's class. You can also contact the room parent for more details. We ask that all food be store bought and in the original container. Please check with your teacher for any allergies in the class.

#### Birthdays

Birthday parties and celebrations are welcome during the preschool day. Plan with your child's teacher concerning birthday celebrations. You may give the teacher party invitations to pass out only if every child is invited.

### Potty Training Policies

Potty training can be a difficult issue, and we want to be as supportive of parent's efforts as possible. Parents are expected to have their child be in the process of potty training prior to the first day of school. We understand the first few weeks of school can be overwhelming for any child. Even children who have been trained for a long time suffer occasional lapses when they are engaged in new activities. We realize that occasional accidents may occur. We require a full change of clothes for all children in case of accident. If a child does not have a change of clothes CBPS can provide one, we ask these items are returned to school as soon as possible.

### 2 ½ yr old classes

Children will be encouraged to use the bathroom throughout the day but do not have to be fully potty trained. No diapers are allowed. Pull Ups will need to be supplied by the parents and replenished as needed.

### All 3s and 4s classes

Children are expected to be fully potty trained.

## **Program Curriculum and Resource Classes**

Using WEE Learn and Scholastic curriculum to guide us in planning our thematic units. Our Pre-k classes use Learning Without Tears, a multisensory curriculum that provides children with the skills they need to succeed in kindergarten. We also follow along with the Virginia State Standards that are set for Pre-k and preschool children. Our faculty uses play and hands on learning to prepare our preschoolers for kindergarten and beyond. We strive to meet the spiritual, intellectual, physical, emotional, and social needs of each preschooler in our care.

- We offer a creative theme-based curriculum that supports the various learning-styles of young children. Our goal is to encourage independent problem-solving and to ignite a lifelong desire to learn and discover.
- We provide multi-dimensional, hands-on exploration of subjects in order to provide for the highest possible level of comprehension.
- We promote independent thinking by utilizing questioning such as: “what do YOU think about that?” “what could we do about that?” “how could we make that happen?” and so on.
- We stay attuned to the children’s natural desire to learn more about the world around them, and we follow their lead as they explore various themes.

### S.T.E.A.M.

#### Science. Technology. Engineering. Arts. Mathematics.

This educational approach to learning uses Science, Engineering, the Arts, and Mathematics as access points for guiding children’s inquiry, dialogue, and critical thinking. Once a week classes will engage in different activities based on the current theme of the week.

### Music

Children will come together in our music room to dance, sing, and play musical instruments. Music and movement instruction has been shown to improve children’s memory, cognitive development, learning skills and expressive ability.

### Chapel

Christian education is part of our everyday learning. Each week children will meet in the church with our Youth Pastor to engage in activities, songs, and biblical stories. Prayer is included as part of our day, as we always pray before snacks and lunch. Bible stories are presented to all age groups, with weekly enrichment activities based on the lessons available to the children in the classrooms.

### Yoga

Our weekly yoga class encourages self-esteem and body awareness with noncompetitive physical activity. Children learn techniques for self-health and relaxation. Physically, it enhances their flexibility, strength, and coordination.

In house vendors/ library

We have a beautiful library that is used weekly for Bible and other special activities, such as visits from Johnny Appleseed, the local police and fire departments, Chesapeake Public Library's Early Literacy program, and much more! Our 4's classes are issued their very own library cards for the second half of the school year. They are taught how to check out their own books and be responsible for caring for them and returning them on time.

**Parent Responsibilities**

- Please arrive on time for drop-off and pickup. Contact the school if there is an issue to keep you from doing so.
- Each child is required to have a change of clothes in a labeled Ziploc plastic bag.
- Please keep your child's file information updated with your current address, phone numbers, and emergency contact information
- Please serve breakfast at home. Our first time for food is morning snack time.

**Parent Feedback**

Please share any questions, comments, or concerns you may have with the Director. We value your input and consider you our partners in education!

**We thank you for sharing  
your precious children with us,  
and for your support of our school!**

I, \_\_\_\_\_(print name), have read and understand all of the information in this packet and agree to follow all rules and procedures, as well as reinforce these rules and procedures with my child.

Name(s) of student(s): \_\_\_\_\_

\_\_\_\_\_ (Parent Signature)

\_\_\_\_\_ (Date signed)