



Parent Handbook 2018 - 2019



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1004 Yorktown Rd.
Yorktown, VA 23693

(757) 867-8082 Church Office

(757) 867-6216 Preschool Office

Email: preschool@bbcYorktown.org

Website: www.preschool.bbcYorktown.org

Mission Statement

Functioning as an outreach ministry of Bethel Baptist Church and partnering with the families of the children we serve, the Weekday Preschool purposes to provide a Christ-centered, hands-on atmosphere for children ages 2.5 - 5 years that is conducive to learning. Our mission is to provide a loving, caring, safe environment that fosters spiritual, physical, social, and cognitive growth as we strive to lay the foundations for faith and life-long learning.

Statement of Nondiscrimination Policy

Bethel Baptist Church, through Bethel Baptist Weekday Preschool, admits students of any race, color, national and ethnic origin to all the 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, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Statement of Religiously Exempt Policy

Bethel Baptist Weekday Preschool is certified as a "Religiously Exempt" school and therefore, has the right to create and set standards. Please read the entire handbook before signing the contract agreement.

Statement of Code Compliance

Bethel Baptist Weekday Preschool, operated by Bethel Baptist Church, located at

1004 Yorktown Road, Yorktown, VA 23693, is religiously exempt from licensure.

Qualifications of personnel include:

- All staff must have an understanding of child development and a desire to work with young children.
- All staff must believe in and be able to articulate about God's love and Jesus as our Savior.
- All staff must be willing to participate in on-going staff development for professional development and training that is necessary for certification.
- All staff will be certified annually by a practicing physician or nurse practitioner to be free from any disability which would prevent them from caring for children.
- All staff must be able to physically care for young children, including standing for long periods, sitting in small chairs and on the floor, carrying the weight of a preschool child, stooping, bending, etc.
- All staff must provide identification and have a satisfactory criminal history background check.
- The director must have at least a 4 year degree, have experience working with adults and children, and have experience in supervision.

Bethel Baptist Weekday Preschool is a ministry of Bethel Baptist church.

The center's physical facilities include:

- each class has a separate room located on the preschool wing or children's wing ;
- a large space for supervised parent drop-off and pick-up;
- a large room for chapel once a week;
- a contained playground;
- a gym for use during inclement weather;
- a kitchen for food refrigeration;
- various rooms throughout the church can be checked out for use when needed.

Our enrollment capacity:

- 2s - T/TH -11 per class with 2 adult supervising staff
- 2s - T/TH -11 per class with 2 adult supervising staff
- 2s - T/TH -11 per class with 2 adult supervising staff
- 3s - M/W/F - 14 per class with 2 adult supervising staff
- 3s - M/W/F - 14 per class with 2 adult supervising staff
- 3s - M/W/F - 14 per class with 2 adult supervising staff
- 3s - M/W/F - 14 per class with 2 adult supervising staff
- 4s - M-TH - 16 per class with 2 adult supervising staff
- 4s - M-TH 16 per class with 2 adult supervising staff
- 4s - M-TH 16 per class with 2 adult supervising staff
- 4s - F - Enrichment Class - currently enrolled 4 yr old students -optional -
16 per class with 2 adult supervising staff
- Kindergarten - M-F 16 per class with 2 adult supervising staff

We do not provide lunch at Bethel Baptist Weekday Preschool however; there is time in the schedule for the children to enjoy a snack. Parents provide the snack on a rotation basis with suggestions from the classroom teacher. Please see "Snack" section in this handbook for further details.

Regarding possession of Public Liability Insurance ... our church is covered by public liability insurance, which provides coverage in the event that someone brings suit against the sponsoring religious institution for personal or bodily harm suffered during the operation of the center as a result of negligence. See "Insurance" section of this handbook for further details.

Procedures:

- The center has established and implemented procedures for hand washing by staff and children before eating and after toileting and diapering.
- The center has established and implemented procedures for appropriate supervision of all children in care, including daily intake and dismissal procedures to ensure the safety of children.
- The center has established and implemented procedures for a daily simple health screening and exclusion of sick children by a person trained to perform such screenings.
- The center has established and implemented procedures to ensure that a person trained and currently certified in CPR and first aid is present at the center whenever children are present.
- The center has established and implemented procedures to ensure that all children are in compliance with the provisions regarding immunization of children against diseases. **Under NO circumstances will we allow children into our school that have**

a MEDICAL EXEMPTION, RELIGIOUS EXEMPTION, or CONDITIONAL ENROLLMENT EXEMPTION

- The center has established and implemented procedures to ensure that all areas of the premises both inside and out, that are accessible to children are free of obvious injury hazards, including providing and maintaining surfacing material under playground equipment.
- The center's staff members have been trained to recognize the signs of child abuse and neglect and are aware of their responsibilities as Mandated Reporters.
- This center does not transport children in vehicles.
- The center has established and implemented procedures for background checks for any staff or parent that would be alone with a child.
- The center requires proof of a child's identity and age.
- The center's staff does not administer prescription or nonprescription medication.

Policies & Procedures

Agreement

Read the entire Parent Handbook and the contract before signing the agreement. When you sign, you are agreeing to all policies, procedures, and contractual commitments.

Birthdays and Other Social Functions

- Your child's teacher will make every effort to allow you to provide a snack for your child's birthday. **Please keep cupcakes to "small mini" sizes and consider healthy choices for this special occasion.** We are trying to help children learn to make wise decisions concerning foods.
- Do not distribute invitations at school unless all children in the class are included in the invitation.
- Do not send in goody bags for your child's birthday as this causes distraction from the day's plan.
- Any written notice of extracurricular activity that is not associated with BBWP must be approved by the director before it is posted or distributed.

Calendar

The school calendar will be available at our Parent Meeting that is scheduled Thursday after the Labor Day weekend. Children start school the following Monday or Tuesday with one week's abbreviated schedule for the 2 and 3 yr olds . Our school year ends on Thursday or Friday the week before Memorial Day Weekend. This calendar is also posted in our office and on our website @ www.preschool.bbcyorktown.org under the Resources tab.

Field trips and other special occasions will be announced by the teacher via the monthly newsletter. This will also be posted on our web-site at www.preschool.bbcyorktown.org

Chapel

Students and teachers will participate in Chapel (Bible lessons, songs, and prayer) beginning in October. Chapel begins at 10:00 and you will be informed of the day your child will attend chapel. **Parents are always invited and encouraged to attend!**

Cheerleader for Your Child

Parents should talk positively about our school and the school experience. If you are dissatisfied with any procedures, talk to the teacher and/or director. In most cases the Administrative Assistant, Classroom Assistant, and other parents can't be helpful in a resolution. We believe we have the greatest preschool and we invite you to be our cheerleaders!

Class Placements

Most class placements for children are based on a first come, first served basis. However, the director reserves the right to have the final say in class placements when the need arises.

Communications

BBWP will communicate with parents in the following ways:

- Parent Handbook
- Monthly Newsletters
- Weekly Student Folder containing important announcements and student's recent work
- Electronic bulletin board in Slate Foyer
- www.preschool.bbcyorktown.org
- Emails
- Phone calls

Confidentiality of Records

Children's records are only open to:

- child's teacher;
- BBWP office staff;
- an authorized employee of Social Services;
- child's parent or legal guardian.

Disciplinary Guidelines and Procedures

We will partner with you to help your child learn to work and play with other children. BBWP staff will talk with children in a kind and loving manner. Each teacher oversees their own personal system of discipline. This system includes:

- Visual or verbal correction, giving proper model of behavior
- Verbal warning
- Time out chair (Manners Chair)
- Child has a discussion with the director
- Call to parents.

- Students who are physically aggressive, potentially harmful, and/or refusing to obey must be sent home immediately.

Similarly, teachers also have their own system of positive reinforcement for desired behaviors. Once the classroom requirements have been met, students will be rewarded with a trip to the school treasure box. You will be notified via a certificate detailing your child's behavior. We ask that you join us in celebrating your child's accomplishments!

Dress Code

Children are encouraged to wear play clothes and tennis shoes.

- In cold weather, send appropriate attire, i.e. coat, hat and gloves. Teachers will take the children outside when weather permits (above 40 degrees Fahrenheit).
- NO CROCKS, slides or flip flops. Make sure your child's shoes WILL NOT come off when playing. Tennis shoes work best on our playground and gym.
- **All classes** should bring a change of clothes that is labeled and in a zip lock plastic bag.
- Children play organized games in the gym when weather does not allow them to go outside (below 40 degrees Fahrenheit). Students should wear tennis shoes for gym play.
- While learning and exploring your child may get messy. Please dress them with this in mind.

Drop-Off and Pick-Up

School hours are from 8:30-12:30 for Kindergarten, 9:00-12:00 for 4s and 9:15-12:15 for 2s & 3s. Please arrive **promptly** to drop-off and pick-up your child.

- Parents of 2 and 3 year old classes will park in the front parking lot and congregate in the Slate Foyer. Bring your student to their designated line @ 9:10. Teachers will escort students to their classrooms @ 9:15.
- Parents of 4 year old classes will park in the back parking lot. Bring your student into the Slate Foyer and escort them to their designated line. Teachers will escort children @ 9:00 to their designated area.
- Parents of Kindergarten Students will be permitted to drop students off at a car port line at the rear entrance of the church between 8:15-8:30. After 8:30 you must bring your student into the school.
- Call the office if your child will be arriving or being picked up late (867-6216).
- There will be a \$10 late fee at the second offense for the late pick-up of a child.
- **Parents should monitor students and siblings in the parking lot and the designated drop-off and pick-up locations. Please...no running, rough housing, etc.**
- Pick-up Authorization Forms are kept in your child's records. These are the ONLY people that will be allowed to take your child. Teachers should be informed via a note when someone on our forms will be picking up your child. Should you need someone else to pick up your child, please fill out the form located in the office. **Please tell those on your form that an ID is required for verification purposes.**
- Unauthorized pick-ups (people that cannot pick up your child) require a separate form. Please contact the office staff.

- Our school is locked during school hours. Should you need to enter, come to the preschool office and we would be glad to help you.

Parking Lot Safety

The following guidelines are **extremely** important:

- When entering or exiting the property, **ALL** children must wear their seat belts.
- Vehicles should not exceed 15 mph when entering and exiting the parking lot.
- Vehicles should follow the directive arrows.
- **DO NOT** leave children alone in a vehicle.

Field Trips

All fieldtrips must be transported and chaperoned by a parent or an authorized adult.

- Younger siblings are welcome to participate in classroom fieldtrips at parent's expense. Your child's teacher will communicate when and how this applies.

Hand Sanitizing

When entering the school, please have your child clean their hands with hand sanitizer. This will be provided by BBWP and available in the drop-off areas.

Illness

- Children should not come to school when they are sick. This includes fever, vomiting, diarrhea, or muscle fatigue.
- **Children must be symptom free for 24 hours before returning to school.** As adopted by York County Public Schools: "If your child is sick today, then tomorrow they shouldn't return to school or play with other children."
- Please do not "mask" an illness by giving over-the counter pain/fever relievers, etc. before your child comes to school in the morning.
- If your child has been identified (by a physician) with any type of flu, please let us know as soon as possible.
- It is very important that we all take extra precautions!

Inclement Weather

In the event of inclement weather, BBWP will follow York County School System closures. Please check with TV channel 3, 10, 13 and cable channel 47 (in York County) or go online at www.yorkcountyschools.org. You may also call BBWP @ 867-6216 for a pre-recorded message. **BBWP will open at regular times when York County Public Schools announces a delay in their schedule. BBWP does not participate in "make up days" due to inclement weather.**

Inspections

Our building (classrooms, bathrooms, kitchen, gym, etc.) is annually inspected by the Fire Department and the Health Department.

Insurance

- Regarding possession of Public Liability Insurance ... our church is covered by public liability insurance, which provides coverage in the event that someone brings suit against the sponsoring religious institution for personal or bodily harm suffered during the operation of the center as a result of negligence. **This kind of insurance is NOT to be confused with accidental injury insurance, which provides medical benefits to the injured regardless of whether a suit is filed or the injury was a result of the center's negligence.**
- Children are covered by church insurance while at school. The school insurance is Church Mutual Insurance Company.

Library Cart

Students can check-out a book from the library cart. This book should be returned the next week. Look for this program to begin in October. We gladly accept donations of gently used children's books.

Medications

BBWP teachers and administrators do not administer medications. These include prescription and/or over the counter medications, including gels, creams, and ointments, etc. We will notify the parents/guardian and/or emergency medical services in the case of an emergency. **Please make sure teachers and office staff are aware of allergy signs that are typical for your child.**

Parent Meetings

Periodically throughout the year, you will be invited to come to Parent Meetings. These meetings are designed to help you have insight into your child's development. They include but are not limited to: performances, conferences, and informational meetings. Please make Parent Meetings a PRIORITY!

Parent Volunteers

Volunteering at your child's preschool is a great way to optimize your experience at BBWP. There are opportunities to help in various ways.

- Home Volunteers- These parents provide assistance to the teacher's various classroom needs (cutting, baking, etc.).
- In Class Volunteers- These parents provide assistance during the school hours as needed and requested by the teacher. **A Request for Background Check and Authorization Form must be completed** if you desire to hold any position that involves the supervision of or contact with minors under the age of 18 at BBWP.
- Hospitality Volunteers - These parents are called upon for set-up and clean up of special events sponsored by BBWP.

Other ways to support BBWP

- Book Fairs
- School Pictures
- Fund Raiser Participation

Information concerning the above will be provided as needed.

Requirements

- The staff is required by law to be annually certified by a physician to be free from disability which would prevent them from caring for children.
- All children in our program are in compliance with the provision of 32.1-46 regarding immunizations against certain diseases. This School Entrance Form is updated each year. Please note: Physicians must provide their signature indicating that immunizations are up to date.
- All children in our program are in compliance with the provision 63.2-1809 which mandates that a regulated child day program shall require proof of a child's identity and age as well as information from the person enrolling the child regarding previous child day care and schools attended by the child.

Restrooms

- 2.5 yr. class - Child is assisted by the teacher or assistant.
- 3 yr. & 4 yr. class - Bathroom is located in the hall and child is supervised and/or assisted by teacher or assistant if needed.
- Please insure that your child has used the restroom before coming to school.
- If the need arises before or after school, please use the adult restrooms on the Administrative Hallway **keeping in mind these restroom are also used by Bethel's adult staff.**

Show And Tell

- Teachers will notify you of when your child has show and tell.
- **Please do not send toys or other items from home on undesignated days** as they can become a distraction or contribute to hurt feelings should they be lost.

Snack

- Snack is provided by parents using a rotation schedule for ages 2/5-Pre-K5 year olds. Each class' teacher will provide details to suit the needs of the children in the class and offer suggestions. **NO peanut products** are allowed at school.
- Please comply with allergy guidelines for your class.
- **If your child has known food allergies, please inform the teacher and fill out the needed paperwork that is located in the Preschool Office.**
- There is a refrigerator in the kitchen off of the Slate Foyer for storage of snacks. **Please label your snacks with the marker provided.** Leftovers can be picked up on the last day of your child's snack week. Leftovers will be discarded on Friday afternoon.

- 4s will bring a lunch beginning mid-year. This will help them get used to kindergarten practices.
- Kindergarten students will bring a snack from home.

Social Media

- Please respect the privacy of all our students and families by not posting pictures of students, other than your own, on any form of social media.
- BBWP does provide a closed group Face book page solely for parents, teachers, and staff of Bethel Baptist Weekday Preschool.

Stay & Play

- Stay & Play is an extended-day program that is provided for children in the 3's, 4's, and Kindergarten classes. Children have the opportunity to bring a lunch and stay until 2:15 in a supervised setting. This program is staffed to accommodate all the parents that would like to take advantage of this opportunity for their child. Signing-up per semester provides a discount or children may signed up with the director the week of their stay at a drop-in rate, provided there is additional space available.
- Pricing information is available in the Preschool Office.
- **No refunds** will be provided
- Children will not be able to switch their dates for any reason.
- Children may sign-up with the director the week of their stay for a drop-in, provided there is additional space available.
- There is a \$10.00 fee for late pick-up.
- More information will be provided as the program's start date draws near.

Student Folders

Notes and notices as well as children's completed work will be located in their folder. Please place **all correspondence** from home in the Student Folder.

Supplies

- Most supply fees were included at the time of registration.
- BBWP will provide a tote that should be personalized making it recognizable to your child. Replacement totes can be purchased for a \$5 fee. Children may use their own tote, but the size must be at least 12"X12".
- No backpacks please.
- Your Supply Fee includes an October pumpkin and candid pictures taken of your child throughout the year. These fees are nonrefundable after August 15th.
- Some teachers may require "special supplies" unique to the class such as notebooks, page protectors, etc. Your teacher will notify you if something is needed.

Tuition

Tuition is due on the first day of each month that your student is due to be in school or it can be paid in lump sums throughout the year.

- Each month's tuition is the **same amount from September until May**, regardless of holiday breaks and/or absences. Your child's last month's tuition was paid at the time of registration with the "reservation of space fee".
- Only checks or money orders are acceptable for payment.
- A \$10 late fee will be charged for tuition that is turned in past the first Friday of the month.

Valuables – (both monetary and sentimental)

- Please do not allow your child to wear or bring anything valuable to preschool.
- We stay very busy and active at preschool and our little friends just do not have the needed responsibility to care for valuable items.

Withdrawing during the school year

- Any withdrawal from BBWP must be given in writing at least 1 month in advance.
- The tuition paid at registration will serve as the child's last tuition.
- Reservation of space fee is non-refundable after August 15th.
- BBWP will make no refunds on tuition.
- Parents will be responsible for paying tuition for the remainder of the school year if their child's withdrawal date is after March 31.

The following document is a replica of the Bethel Baptist Weekday Preschool Contract. Please make sure you understand the document before signing it. You will receive a copy for your records.

Bethel Baptist Weekday Preschool Contract 2018-2019
1004 Yorktown Road Yorktown, VA 23693
Office (757)867-6216 Fax (757)867-7254

Child's Name: _____

Date of Birth: Month _____ Day _____ Year _____ **Male** **Female**

Mother's Name: _____ **Father's Name:** _____

Attention Parents:

Please read this form carefully before signing. You will receive a copy of this agreement for your personal records. No exceptions will be made to the policies on this Contract.

FEES DUE AT REGISTRATION _____ **Initials**

I/we understand that at registration I am paying three fees.

1. A **Registration Fee** that includes office processing.
2. A **Supply Fee** that includes the following: My child's school supplies for daily activities, personalized BBWP tote bag, a field trip and candid photos of my child.
3. A **Reservation of Space Fee:** The reservation fee holds my child's spot in a preschool class. This fee is NONREFUNDABLE under any circumstances. This fee will be applied your child's Last Month's Tuition.

WITHDRAWAL BEFORE AUGUST 15TH _____ **Initials**

I/we understand that NO fees are refundable after August 15, 2016. These fees will be used as the 30 day notice for withdrawal (see handbook).

I/we understand the following policies for reimbursement before August 15, 2016:

1. Registration Fee and Supply Fee are refundable with notice before (postmarked or in office) August 15, 2016.
2. Reservation of Space Fee is NONREFUNDABLE under any circumstances. PLEASE BE ADVISED: We do not make allowances for changes in military orders, relocation, or family circumstances.

FINANCIAL AGREEMENT _____ **Initials**

I/we hereby understand, accept, and agree to pay by check to Bethel Baptist Church (BBC) the tuition amount agreed upon at registration by the first school day of each month starting in September as long as my child is enrolled. I understand that a late payment of \$10 will be assessed after the due date. Each month's tuition is the same amount from September until May, regardless of holiday breaks and/or absences.

WITHDRAWAL DURING SCHOOL YEAR _____ **Initials**

I/we understand that any withdrawal during the school year from Bethel Baptist Weekday Preschool must be given in writing at least 1 month in advance. Reservation of Space Fee paid at registration will be used as tuition between my withdrawal statement and withdrawal date.

PHOTOS _____ **Initials**

I/we understand that candid photos of my child will taken throughout the year. Please respect the privacy of all our students and families by not posting pictures of students, other than your own, on any form of social media. BBWP will respect your privacy and will not post pictures on nonsecure websites without parent's authorization.

EMAIL _____ **Initials**

I/we understand that email is one of BBWP's primary forms of communication. Email addresses will be included in the classroom distribution list.

DIRECTORY

YES, please include my information in the Bethel Baptist Weekday Preschool Classroom Directory.

***BBWP will distribute directory information for each class. It is to be used only for contract information purposes by other Bethel Baptist Weekday Preschool families (carpools, play dates, etc.).

I/WE HAVE REVIEWED ALL TERMS AND CONDITIONS IN THIS CONTRACT & PARENT HANDBOOK AND UNDERSTAND AND ACCEPT ALL TERMS AND CONDITIONS HEREIN. Handbook Website:

I/WE AGREE TO ESTABLISH A POSITIVE AND CONSTRUCTIVE RELATIONSHIP WITH BBWP.

Parent Signature: _____ **Date:** _____

Date Received _____

Office Use Only

Birth Certificate# _____ / _____ (initial)

