

# **Floyd Baptist** **Preschool Handbook** **2016-2017**

## **MISSION STATEMENT**

The Floyd Baptist Preschool is an outreach ministry of the Floyd Baptist Church that provides an opportunity for early childhood education for children within the community, to prepare them for entrance into kindergarten and the elementary programs of public education. As far as possible and practical, this purpose shall be accomplished within a Christian atmosphere in which spiritual values and the Bible are emphasized.

## **OBJECTIVES**

In order to accomplish the mission statement, the following objectives are set forth:

- ❖ to lead each child to recognize that he/she has positive worth in the sight of God and the school.
- ❖ to lead each child to understand that he/she is loved.
- ❖ to share love equally with all students.
- ❖ to teach each child the importance of parental, social, and self-discipline within his/her life.
- ❖ to prepare each child to be able to recognize letters and numbers.
- ❖ to teach each child the basic skills of communication with other children and adults.
- ❖ to provide each child an opportunity to express himself/herself through music, language, and art.
- ❖ to expose each child to Bible lessons and spiritual values.
- ❖ to lead each child to know how to interact appropriately in large and small groups.

## **DISCIPLINE**

- ❖ We recognize the uniqueness and individual rights of each child entrusted to our care. In a group setting such as ours however, the rights of other students are also important and need to be respected. The purpose of our discipline is to encourage and train children to behave appropriately.
- ❖ Our staff has developed a list of rules that we feel are appropriate and necessary for us to fulfill our mission. On occasion, when a child has broken a rule, needs time to calm down, or is being disruptive, we do use a "time out" chair or perhaps move the child to an alternate activity. No form of corporal punishment is ever used. We also utilize positive reinforcement (i.e., verbal praise, stickers, stamps) to encourage good behavior. If your child does not have a "hand stamp" when you pick him/her up from preschool, you may want to talk with the teacher about his/her behavior that day.
- ❖ General Rules: No running, fighting or throwing anything; No climbing on basement incline; Always show respect for teachers and classmates; Always use kind language; Sharing is a must; Respect others space by keeping your hands to yourself; Everyone helps clean up; No gum, candy or toys.

***In extreme cases of behavioral problems, parents will be asked to conference with the preschool staff. Strategies to be tried at home and at school to help correct the behavior problems will be discussed and written down. If, after a reasonable period of time, the behavior has not improved, the staff will meet with the Preschool Committee to discuss whether there is need for further action (i.e., termination of enrollment). If needed and desired, efforts will be made to help and/ or counsel with the family.***

## COMMUNICATION

- ❖ A monthly calendar/newsletter will be sent home during the first week of each month. Included will be information regarding topics being studied, birthdays and other special activities and important dates. Information regarding special events at Floyd Baptist Church, which you are invited to participate in or attend, will be included.
- ❖ A school handbook will be sent home at the beginning of the school year. Please read it carefully, ask questions if needed, and then tear out, sign, and return the last page in the handbook to the school.
- ❖ Should you need to contact the preschool during the day, or speak with the pastor or church secretary, you may call the church phone number, 745-2677. Should you need to contact preschool staff members or the Preschool Committee chairperson, their numbers are as follows:
  - **Director-Teacher**  
**Janice Shortt-745-2817**
  - **Teacher-**  
**Brenda Allen-745-2675**
  - **Asst. Teacher**  
**Patsy Harris – 250-3209**
  - **Preschool Committee Chairperson-**  
**Michael Browning 798-5966**
- ❖ Please put any message for your child's teacher in writing and hand it to the teacher in the morning or pin it to the outside of your child's book/tote bag.
- ❖ A list will be kept of those designated to pick up your child. If someone other than those already designated is to pick up your child, you will need to notify us in advance. **IF YOU DESIRE CERTAIN INDIVIDUALS NOT BE ALLOWED TO PICK UP YOUR CHILD, PLEASE INFORM US IN WRITING. HOWEVER, WITHOUT A COURT ORDER, WE CANNOT KEEP A LEGAL PARENT OR GUARDIAN FROM LEAVING THE PRESCHOOL GROUNDS WITH HIS/HER CHILD.**

- ❖ Checklists to indicate your child's progress will be sent home twice a year (for the 4 year olds only) - October and May. If you have any questions or concerns, please contact the preschool staff and make arrangements for a conference to discuss these areas.

## CLOTHING

- ❖ Please dress your child in comfortable play clothes for preschool. Clothes should allow for freedom of participation in activities such as running, floor play, painting, using clay, etc. Tennis shoes are preferable for active play. "Jellies" or sandals can be dangerous for playground and running activities.
- ❖ Please put your child's name in his/her coats, jackets, and sweaters.
- ❖ If you feel that it is necessary, please have a complete change of clothes at preschool by the end of the first week of school. You may want to send both long pants and shorts, a long sleeve and a short sleeve shirt, underwear and socks. Please put these in a plastic Ziploc bag with your child's name in permanent marker on the outside. If your child uses these extra clothes, please send replacements.
- ❖ Preschool employees are given permission to provide necessary hygiene care for children. This includes the changing of soiled/wet clothing, & the cleaning of children due to accidents related to going to the bathroom.

## BIRTHDAYS

- ❖ If your child is celebrating a birthday, you may want to provide refreshments for the occasion. Please notify the staff in advance so that we may put it on our calendar. This will prevent having more than one party on the same day. We feel that this is an important day for your child and we try to celebrate only one at a time, even if this means celebrating a birthday on another date close to the actual birthday.
- ❖ We would prefer not to have cupcakes or cake due to the mess. Cookies, fruit, small doughnuts, mini-muffins, vegetables and dip are wonderful ideas.

## **MEDICAL**

- ❖ Although we certainly want your child to attend preschool regularly, we do not want them to come to preschool sick. We realize that this is sometimes a “judgment call” on your part, but most of the time there are clear indicators that your child should not attend that day:
  - ***Fever in the last 24 hours, do not give children Tylenol or Advil (ibuprofen) to reduce fever and then send them to school. (The child may be highly contagious to others.)***
  - ***diarrhea and or/vomiting in the last 24 hours***
  - ***red, swollen or itchy eyes or signs of discharge***
  - ***coughing and nasal discharge***
  - ***irritability about coming to preschool in a child who is normally excited about attending***
- ❖ If we learn that children at preschool have been exposed to a contagious disease (chicken pox, head lice, etc.), you will be notified in writing on the next day your child is at school. The appropriate cleaning will be completed at the preschool classroom.
- ❖ Medications will be given only in emergency situations (inhalers, epipens, etc.). Written instructions and permission must be brought to the preschool staff.

## **SCHEDULE**

- ❖ Four year olds will attend preschool two or three days a week- Monday, Wednesday, and/or Friday. All three year olds will attend on Tuesdays and Thursdays.
- ❖ Preschool hours are from 9:00 A.M. until 12 noon. You may bring your child at 8:55 A.M. and pick them up at 11:55 A.M. We thank you for being prompt.
- ❖ Preschool operates Monday through Friday except for designated holidays.

**Labor Day - Sept.5**  
**Election Day - Nov.8**  
**Thanksgiving - Nov. 23-25**  
**Christmas - Dec. 21-Jan. 2**  
**Martin Luther King Day – Jan 16**  
**Easter – April 14 & 17**

- ❖ The school closing policy for inclement weather is as follows:  
When Floyd County Public Schools are closed, preschool is closed unless otherwise notified.  
When Floyd County Public Schools are late, preschool goes on time.
- ❖ Preschool does operate on Floyd County teacher workdays.

## **ENROLLMENT**

- ❖ APPLICANTS FROM BIRTH TO 4 YEARS OF AGE ARE WELCOME TO ENROLL FOR PRESENT AND FUTURE CLASSES.
- ❖ Enrollment applications will be received on a first come, first serve basis.
- ❖ Applications for enrollment may be picked up at the church office or printed from the FBC Website. No phone applications will be taken. Completed applications can be turned in to the church office or mailed to P.O. Box 58, Floyd, VA 24091.
- ❖ Enrollment in the preschool is open to children of all faiths and ethnic backgrounds.
- ❖ Special needs children will be considered on an individual basis.
- ❖ Church member families have priority over new applications.
- ❖ Applications will continue to be accepted for vacancies that may occur.
- ❖ Those who are accepted for enrollment will be notified by mail in March for that upcoming school years class. You will receive enrollment forms to complete and return by a given date. Those who are not able to enroll will be on a waiting list and will also be notified by mail. To insure your child’s spot in his/her class, the required forms and non-refundable enrollment fee of \$30 needs to be returned by the given date.
- ❖ All children must be potty trained before entering preschool.

## **TUITION**

- ❖ Tuition is collected on a monthly basis for your convenience and is due on the first of each month. Please be prompt in making your payments of \$75 per month. For children attending our 4 year old class three days a week tuition will be \$115 per month. **(Tuition is reviewed and subject to change annually)**
- ❖ Please be prompt in making your tuition payment. If tuition is not paid by the 10<sup>th</sup>, a reminder notice will be sent home. If payment is not received on or before the 15<sup>th</sup>, you may be asked to forfeit your child's spot. If you are having difficulty making a particular month's payment, please see the Director.
- ❖ A materials fee of \$25.00 will be required from each child yearly, due the first of September.
- ❖ Tuition payments should be placed in the tuition box at the preschool door.
- ❖ Checks should be made payable to Floyd Baptist Preschool and receipts will be furnished for cash payments.
- ❖ There will be no refunds of tuition or make-up days of school due to cancellations of any reason

## **NOTE:**

**Please initial the following that you will give permission for your child:**

\_\_\_\_\_ I give permission for my child to ride the bus.  
(You will be notified of the dates of such activities in advance.)

\_\_\_\_\_ I give permission for photos of my child to be taken and published in the Floyd Baptist Informer (The Informer is on the web site), Floyd Press, on the Floyd Baptist Church/Preschool web site, and Floyd Baptist Preschool Facebook Page.

\_\_\_\_\_ I agree to pay tuition on the first day of the month my child comes to preschool. I understand if I am late with tuition a reminder notice will be sent home and if tuition hasn't been received on or before the 15<sup>th</sup> of any given month, I may be asked to forfeit my child's spot.  
Please sign and return.

## **ACCEPTANCE OF HANDBOOK GUIDELINES AND REGULATIONS**

\_\_\_\_\_  
Child's Name (Please Print)

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

Adopted \*\*, 2009  
Amended Aug. 10, 2016