



FARMVILLE
BAPTIST CHURCH
PRE SCHOOL

at Farmville Baptist Church

**Parent Handbook
2011-2012**

Farmville Baptist Church
132 North Main Street
Farmville, VA 23901
434-392-5041
www.farmvillebaptist.org

INTRODUCTION

Dear Parents,

Thank you for choosing Farmville Baptist Preschool. We take this opportunity to share the pride and excitement we have in our preschool program. We are actively engaged in providing assistance to parents during these formative years of their children. Our mission is to provide a loving and nurturing Christian environment for preschool aged children to develop emotionally, intellectually, physically, socially and spiritually.

A morning in our preschool abounds in activity, both active and passive. Blocks, paints, clay, cooking, stories, songs, Bible truths, rhythms and dramatic play all contribute to happy, resourceful living for our children. All activities grow out of a Christian perspective. Following the mid-morning snack, we have quiet time for a story, followed by an organized activity period. Learning to get along, respecting the rights and views of others, sharing responsibilities, developing warm feelings for the group and having fun are just some of the reasons for coming to preschool.

Your child brings the thrill of wonder for everyday, commonplace things...a ladybug, fresh snow, falling leaves and a bird building her nest. We cherish this quality of wonder concerning God's plan and we use it as a foundation for our learning activities.

We stand firm in our commitment to provide the best in staff, instruction, materials and Christian environment for your child. We also provide an atmosphere in which your child's life is touched with added joy, opportunities and a sense of positive fulfillment. By working together as a team, we can help your child have a successful year.

We trust this handbook will answer many of your questions and acquaint you with the policies of this center. However, if you have any questions, please feel free to call me at 434-223-7481

We are excited about this ministry and look forward to working with you for a great year.

Sincerely,

Mary Jo Chassey

OUR MISSION

The Farmville Baptist Preschool, a children's ministry of the Farmville Baptist Church, seeks to provide a loving, nurturing Christian environment for preschool aged children to develop emotionally, intellectually, physically, socially and spiritually.

PROGRAM

At Farmville Baptist Preschool, we believe that play, within a safe, structured environment is the best vehicle for learning during early childhood. We believe parents as partners to teachers produce a child's best learning medium during these years. Each child will be given the opportunity to learn in a Christian environment with an emphasis on development of self worth, social skills and learning skills. Students will be involved in activities suited to their developmental needs in religious concepts, art, self awareness in relationship to God and others, language and listening skills, motor development, math, science and music.

ENROLLMENT/WITHDRAWAL

All children are welcome at Farmville Baptist Preschool. No distinctions exist based on race or religion. Other considerations are staff/child ratio and staff training/experience. Our staff is not trained to handle all specific needs and reserves the right not to accept a child who does not benefit from the program offered.

Prior to your child's attendance at the preschool, a registration package, fee, report of a physical examination, an immunization record and a copy of your child's birth certificate must be on file.

Any child whose behavior is unacceptable, making it impossible to maintain a happy, safe environment, may be dismissed. Unacceptable behavior includes biting, hitting, acts of aggression or disruptions. The teacher and director will consult with the parents should withdrawal from the program become necessary. In this case, tuition paid for the unattended period will be reimbursed. The center reserves the right to dismiss any child if, after entering, he/she seems unable to participate in a classroom setting or in group experiences.

If it becomes necessary for a parent to withdraw a child due to relocation, a lengthy illness, or other personal reasons, a two week notice must be given in order to avoid paying for an entire year's tuition.

SCHEDULE

Farmville Baptist Preschool is a nine-month program in operation from September through May. School will begin on Tuesday, September 7, 2010 and will on end on Thursday, May 26, 2011. We will be loosely following the Prince Edward County school calendar, so the Preschool will be closed on the following dates:

- Thanksgiving – November 23 -24, 2011
- Christmas Break – Dec. 22, 2011—Jan. 2, 2012
- MLK Day – January 16, 2012
- President's Day – February 20, 2012
- Spring Break – April 9-13, 2012

AVAILABLE PROGRAMS

4 year old program, Monday – Thursday, 9:00 a.m. – 12:00 p.m.

2 ½ year-old program, Monday and Wednesday, 9:00 a.m. – 12:00 p.m.

3 year-old program, Tuesday and Thursday, 9:00 a.m. – 12:00 p.m.

HOURS OF OPERATION (9:00 a.m. – 12:00 p.m.)

Preschool starts at 9:00 a.m. Please plan arrival accordingly. Teachers arrive earlier and are preparing classrooms for the day's activities. Classrooms will not be open to accept children before 8:45 a.m. School will dismiss at 12:00 p.m. Please be prompt in picking up your child. Parents who are repeatedly late for pick up will be charged a penalty. After three warnings, a fee of \$5 per 15 minutes will be assessed.

INCLEMENT WEATHER POLICY/PROCEDURE

Farmville Baptist Preschool will make every effort to be open on the scheduled days of the year. However, there are times when it is not safe to operate the facility, such as acts of God & nature (i.e. snow, tornadoes, hurricanes, etc.). Under these circumstances and in the interest of everyone's safety, we will be forced to close the center. ***Please follow the Prince Edward County Public School closing advisements, unless you hear from us otherwise. In the event that Prince Edward has a delayed opening, the preschool will operate from 10:30 a.m. to 12:30 p.m.*** If we close during regular center hours, we will contact you at the daytime phone numbers you provided on your child's application so that you can make arrangements to pick up your child immediately. Three days have been built into the schedule to allow for inclement weather. Any additional days missed for inclement weather will be made up on Fridays or at the end of the year.

TUITION/REGISTRATION

A non-refundable \$75.00 initial registration/supply fee is to accompany your child's application by July 15. This fee is used to offset upfront programming expenses. Registration fee is waived for Farmville Baptist Church members.

Tuition payment is due on the first working day of the month. Payments received after the 5th of the month will be assessed a \$10.00 late fee unless arrangements have been made in advance. Full tuition is due even when your child is absent due to sickness, travel and holidays. Due to very reasonable tuition rates, there will be no discounts given for the enrollment of additional children living in the same family.

Tuition rates for the 2010-2011 school year are as follows:

2 day program...\$90.00 monthly

4 day program...\$150.00 monthly

PARENT VOLUNTEERS

Occasionally, teachers will need parent volunteers. When this occurs, a notice will be posted by the classroom door. Anyone who would like to volunteer for that particular day can sign up and make arrangements with the teacher. When you are volunteering, please remember to be on time and plan to stay the entire morning. Also, remember that you are there to assist the teacher with the all of the children and their activities. If you would like to volunteer on a regular basis, i.e. monthly, weekly, please discuss this with the teacher. If you have other children at home, we ask that you please make arrangements to leave them with a family member or friend as it can be very distracting to have siblings in the classroom.

MEDICATION ADMINISTRATION

Since we are a morning preschool lasting only three (3) hours, we will not administer oral medication. It should be acceptable to give the child medication before and after center hours.

SICK CHILD POLICY

Good health habits are important for everyone's well being. Staff is required to conduct a simple screening on each child upon the arrival at the center each day. Children with a fever over 100 degrees or those with vomiting, diarrhea, skin rash or any contagious disease within a 24-hour period should stay home. Any child exhibiting those symptoms during the school day will be sent home. Parents are responsible for arranging for their child to leave once staff has notified them of the child's condition. This policy will minimize the risk to other children and staff.

GUIDANCE PRACTICES

Children need the security of knowing what they can and cannot do. Limits must be clear, developmentally appropriate and based on maintaining health, safety, security and the rights of others. Guidance will always be administered in a caring, loving, consistent manner through positive reinforcement, redirection and time out practices. No corporal punishment will be used at any time under any circumstances.

OTHER IMPORTANT INFORMATION

MORNING PROCEDURE

As you enter the building each morning, please have your child use the restroom and wash hands before coming to the classroom. This will prevent interruptions during circle time and will reduce the spread of germs and help prevent illness.

ITEMS FROM HOME

Children are not permitted to bring candy or gum. Nonviolent toys may be brought from home only on authorized days. A complete change of seasonal appropriate clothing, labeled with the child's name, must be kept on hand at the center at all times. Parents should label everything that belongs to their child with his/her first and last names. This includes coats, lunchboxes, toys brought on sharing days, etc.

DRESS

The children are involved in many activities and should dress in appropriate clothing. We spend a lot of time finger painting, gluing and playing. Please consider whether or not you are concerned for your child to spill something on the clothing worn to the center.

PARTIES

Holidays and children's birthdays are special times and we are happy to host celebrations. If you would like to celebrate your child's birthday at the center, please notify your child's teacher at least one week in advance. Parents will be notified of the necessary requirements for holiday parties.

FIELD TRIPS

Field trips are taken to enhance the learning process. Notices are sent home with an attached permission slip. The permission slip must be signed by the parent or guardian and returned to the center before each trip. Sometimes a small fee will be required.

CONFERENCES

Close communication between parents and teachers is important to the success of a child's education, so the Farmville Baptist Preschool encourages parents to call or write the center at any time to discuss a problem or arrange a meeting with a teacher. On occasion, a teacher may request a conference with the parent. At such times the parent should accept the request and schedule a meeting as quickly as possible.

CONFIDENTIALITY

All information regarding the children, families and staff is treated as privileged communication. It is respected and every effort is made to keep it confidential. However, by Virginia law, caregivers are required to report cases of child abuse and neglect.

REQUIRED DOCUMENTATION FOR RELIGIOUS EXEMPTION STATUS FOR PROVIDING CHILD CARE

Section 63.1-196.3 of the code of Virginia allows that a child care facility operated under the auspices of a religious institution may be granted exemption from licensure once the documentation requirements specified within the exemption law have been fulfilled. The following information serves to outline the documentation required by the exemption of the law.

STAFF QUALIFICATIONS

The staff must be of good reputation and Christian character. The teachers at Farmville Baptist Preschool have qualifications to provide your child with quality preschool experiences. The teachers have training in Early Childhood Development or Early Childhood Education and/or classroom experiences. The staff is continually involved in continuing their education. A criminal history check, Child Protective Services check and a tuberculosis test are made on each applicant employed by Farmville Baptist Preschool. The teachers are certified annually by a practicing physician to be free from any disability that would prevent them from caring for your child. Also, the staff practices the use of rubber gloves, appropriate hand washing and daily health screening. In addition, they are certified in first aid and CPR.

PHYSICAL FACILITIES

Farmville Baptist Preschool is located in the basement of the Farmville Baptist Church, 132 North Main Street, Farmville, VA 23901. The center's physical facilities include the following:

- 3 classrooms
- 2 bathrooms

The center is 1200 square feet (not including the hallway) and is air-conditioned. Furnishings are of appropriate size for the children served. The rooms are cleaned daily and well lit. Bathroom facilities for the center are conveniently located to classrooms, with additional bathroom facilities located in the adjoining church space.

The maximum enrollment capacity for the center is 47 children. Public liability insurance is provided.

FOOD SERVICE

The morning snack will be provided by parents.

CHILD ABUSE AND NEGLECT

All child providers in the Commonwealth of Virginia are required to report any suspected cases of child abuse and neglect. If this situation should occur, the director will notify the Child Protective Services Unit of the Department of Social Services.

MISSING CHILDREN INFORMATION CLEARINGHOUSE

Farmville Baptist Preschool is required to know the enrolling child's previous childcare provider and its address. In addition Farmville Baptist Preschool is required to have proof of a child's identity and age in the form of a certified copy of the child's birth certificate, birth registration card or passport. If this information is not provided, the local law enforcement agency will be notified.