

## **Policies and Procedures**

### **Purpose**

The purpose of the Calvary Baptist Church Preschool Program is to minister to the preschoolers of Floyd County and their families by providing a quality educational experience while serving alongside parents and the church to introduce each child to a growing relationship with the Lord Jesus Christ.

*Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*

### **Classroom Faith-based Education Emphasis**

The preschool uses the WEE (Weekday Early Education) Curriculum, which is a Christ-centered, Christian curriculum. This curriculum provides guidance and activities in each unit to help every child develop language, reading, writing, and math skills appropriate to his or her stage of development. We feel this curriculum provides a strong foundation for faith and academics to be formed.

### **Music ~ Praise and Worship**

All children will have the opportunity to enjoy a praise and worship time on a daily basis. This is a fun time for the children to participate in learning new songs, singing old favorites, playing musical instruments, learning rhythms, etc.

### **Discipline**

We do not use corporal punishment under any circumstance. All teachers will use redirection and positive reinforcement as the primary form of communication with a child when an unacceptable behavior is present.

Time outs will be used when a child is a danger to his/herself or to others. We believe time outs can be very effective when used as a positive learning experience. EX. While in time out, teachers will guide children through the incident helping them discover a more acceptable choice/behavior. This is vital in helping children learn to problem solve and interact socially and emotionally with others.

## 2012-2013 Schedule

### **Attendance**

We feel it is very important for every child to be at Preschool on the days they are scheduled to come. Many activities and learning experiences are planned everyday that each child should have the opportunity of participating in.

**4 year old class:** Monday, Wednesday 9:00am-12:00pm (noon)

**3 year old class:** Tuesday, Thursday 9:00am-12:00pm (noon)

### **Holiday Schedule:**

Preschool will operate Monday through Thursday August 22nd-May 16th with the exceptions below...

- Labor Day Break-September 3rd and 4th
- Thanksgiving Break-November 21st and 22nd
- Christmas Break- December 24th-January 6th
- Easter Break- April 1st and 2nd

\*Schedule subject to change if public school snow days are not used; if so you will be notified in advance.

### **\*\*Inclement Weather\*\***

Calvary Baptist Early Education Program follows the Floyd County Public School closings and delayed opening schedule that is announced on television, radio, and the Honeywell system. Please see important details below...

If Floyd County Schools ...

open **1 hr. late**...Preschool opens 1 hr late & operates **10am-1pm** (*please pack lunch for your child*)

open **2 hrs. late**...Preschool opens 2 hrs late & operates **11:00am-2pm** (*please pack a lunch*)

are **closed**... Preschool is **closed**

**close early**... Preschool **closes immediately**

We want you and your preschooler to be safe. If Preschool is open, but your roads remain icy, please do not risk injury to you or your preschooler by bringing them to school.

### **Arrival**

Class starts promptly at **9:00 am**. Please be sure your child is on time and has had breakfast.

**An adult must accompany each preschooler to the classroom and sign them in.**

Please make certain the teacher knows the child has arrived.

UNDER NO CIRCUMSTANCE SHOULD A CHILD BE ALLOWED TO COME INTO THE CLASSROOM WITHOUT AN ADULT. Please help your child put his/her jacket and totebag in their cubby.

### **Dismissal**

Please be sure to pick up your child promptly at **12:00 pm. (noon)** and sign him/her out.

Only the persons indicated on your child's emergency release form can pick up your child.  
(Changes may be made by stopping by the preschool office and/or notifying director in advance)

\*\*Legal parents/guardians will be allowed to leave the church grounds with a child unless a court order has been given to the Director and is on file.

### **Sick Children**

Although we want your child to attend regularly, we do not want them to come to Preschool sick. 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.

If your child has any of the following conditions, they **should not** attend:

- Fever in the last 24 hours
- Coughing and nasal discharge
- Any type of eye discharge (pink eye)
- Questionable rashes
- Measles, Mumps, active Chicken Pox
- Diarrhea and/or vomiting in the last 24 hours

**Rule of Thumb:** Would you want your healthy child exposed to what your sick child has now?

### **Medication**

We do not administer any type of medication to children. Exception: emergency situations i.e. nebulizer treatment, EpiPen, or Benadryl. Written instructions must be given to the Director.

**Tuition**

Tuition is based on cost of operations for the year and is collected on a monthly basis for your convenience. Any attempt to make a daily breakdown would be inaccurate since many of our expenses are not divisible on a daily basis.

Tuition is due on the first day of the month that your child attends. Please be prompt in making your commitment. 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.

All tuition payments should be placed in the tuition box or in the zipper pouch of your child's daily folder. A personal check, money order, or cash can be used to make the monthly payments. **Please place your payment in an envelope with your child's name.**

\*We strongly suggest your child is potty trained before school year begins.

3-year-old \$65 per month                      Tuesday and Thursday

4-year-old \$65 per month                      Monday and Wednesday

**Late Charge**

There is a \$5.00 late charge assessed for each **10 minute** increment you are late picking up your child from preschool after 12:00pm.

Please call the preschool office and notify us if you are going to be late. There is no charge for emergencies.

**Permanent Withdrawal**

If it becomes necessary to withdraw your child from preschool, please give a thirty-day written notice, to the Director. The full month's tuition will be expected if the thirty-day notice is not given. There are no prorated monthly tuition payments.

### **Totebag**

A special “Calvary Baptist Early Education Program” canvas totebag will be given to each child at Open House.

Children should bring their totebag to preschool every day to take home their personal items. Please look in the bag every afternoon, sign your child’s folder, discussing what you find, and send it empty the next school day.

### **Messages**

Please put all messages for your child’s teacher in writing and either hand it to the teacher or **place inside of your child’s zipper pouch in his/her daily folder.**

ANY CHANGE OF PICK-UP ARRANGEMENTS MUST BE IN WRITING OR CALLED INTO THE CHURCH OFFICE AT **745-3744.**

### **Cell Phone Communication**

Please give your child’s teacher daily communication information if it is different than your emergency card information.

### **Conferences**

Conferences will be scheduled in November and in March. We think that this is an important time for discussing concerns, goals, and the general progress of your child based on standard criteria and guidelines. Please make every effort to attend the conferences. Parent/teacher communication is critical for your child’s school success. Teachers are available to discuss any concern with you. Please contact us or call the preschool office to set up an appointment.

### **Monthly School Newsletters**

Please take a few minutes to read the preschool newsletter that is sent home each month. There is important information that you should be aware of concerning special activities and events.

**Extra Clothing**

All children need to have a complete change of clothes at preschool by the end of the first week of school. Please put these in a clear plastic Ziploc bag with the name of your child written in permanent marker on the outside. You may wish to pack in this bag both long pants and shorts, long and short sleeve shirts, underwear, and socks. If your child uses these extra clothes, please replenish our supply.

\*Be sure to write your child's name on jackets, coats, and sweaters.

**Comfortable School Clothes**

Dress your child in comfortable play clothes for preschool. We have many activities planned throughout the day that involve climbing, floor play, running, etc. Tennis shoes are preferable for active play. Clogs and sandals can be dangerous on the playground.

Be certain to send a **jacket** and hat to school when the weather is cold. Even though we may not go to the playground on cold days, teachers sometimes do take the children on a five minute walk outside to get fresh air.

**AM Snack : 100% Juice/Crackers**

Each day a morning snack will be given. We would appreciate each family helping the preschool by providing two bottles of any kind of 100% juice and two boxes of crackers (graham, cheese, animal), plain cereal (Cheerios, Fruit Loops), or pretzels. If you would like to donate money for the purchase of fresh fruits and vegetables, you are more than welcome to do so.

3 year old class	November and March
4 year old class	October and February

We welcome any extra donations throughout the school year as well.

**Birthdays**

If you would like to celebrate your child's birthday at preschool, please check with your child's teacher first. She will need to plan a day for you to drop off the treat before class starts. Please be sure you have the correct number of treats and that you have the same treat and same drink for each child.

**Birthday Invitations for Out of School Party**

The teachers will send invitations in backpacks **ONLY** if there are invitations for the **ENTIRE** class.

I, \_\_\_\_\_, have received a copy of the *Calvary Baptist Early Education Program Parent Handbook*. I have read, understood, and discussed the enclosed information with my child's teacher and have had all of my questions answered at this time.

I understand that my child's teachers are available to answer questions and/or address concerns in the future. If a conflict of interest should arise, I am to discuss the matter with the Director immediately, doing my part to keep lines of communication open at all times.

I agree to pay tuition of **\$65** 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.

I understand that the quality of my child's early education is a cooperation of learning inside the classroom as well as our home.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Teacher Signature**

\_\_\_\_\_  
**Date**

# *Calvary Baptist Early Education Program*

## *Parent Handbook 2012-2013*

*1400 Floyd Highway North  
Floyd Va, 24091*

*745-3744  
[www.cbcfloyd.org](http://www.cbcfloyd.org)*

*Train a child in the way he should go, and when he is old he will not turn from it.  
Proverbs 22:6*

*Dear Parents,*

*Welcome to the Calvary Baptist Early Education Program! Thank you for the opportunity to work with you and your child. We look forward to working with you to ensure your child has a wonderful preschool experience. If at any time during the school year you have any questions or concerns, please do not hesitate to contact me.*

*You will be receiving monthly calendars and newsletters from us to keep you informed with your child's activities. Be sure to ask your child what they have done in preschool. Many of our learning activities are not things that can be taken home. For example, they may play a game, sing a song, or prepare and cook a special treat. Young children learn in a variety of ways, and we attempt as many different approaches as possible.*

*Our learning activities start with your child's arrival. You will help them get off to a good start each morning by making sure they are at preschool on time. We wouldn't want them to miss out on any of the fun!*

*Please know that you are always welcome at Calvary Baptist Church. If you do not have a church home, we would love for you to visit with us at any time. We have a variety of activities for children and adults planned throughout the year...*

*\*Sunday School: 10:00am (infants-teens)*

*\*Sunday Morning Worship: 11:00am.*

*\*Nursery: ages birth - 5 \*Children's Church: ages 4 and up*

*\*Revive: a Contemporary Worship/Bible Study, Wednesdays 7:00-8:00pm*

*\*Youth: Wednesdays 6:30-8:00pm (8th grade to young adult)*

*\*Calvary Kids: Fulfilled outreach for children in the church & community, holds a special event every 6 wks (infants -7th grade, children under 5 must be accompanied by adult)*

*Thank you again for entrusting your child's preschool education to us.*

*In Christ's Service,*

*Stacie Yaunsem, Director/Teacher*

## *His Trustworthiness*

*Parents come equipped with an internal anxiety meter. It's right in the middle of their heart and has each child's name engraved on it. There are certain phrases in the English language that cause it to jump and spin... "Mom, my teacher wants a conference with you right away!" "Dad, remember how long Susie's hair used to be? We've been playing beauty parlor and..." "Hello, this is the school nurse. We've been checking for head lice and..." "Mom, remember the pretty flowers that used to be in the front of Mr. Crabb's house? Here, these are for you..."*

*These are the standard meter spinners. We also have our family's encounters with each other, interaction with the neighbors, school friends, teachers, and others, not to mention the physical dangers our children are exposed to each day.*

*During the early years of their lives we nurture and prepare these little birds in the nest. Then it becomes time to let them try their wings in all kinds of new situations – social, emotional, physical, and even intellectual. As we watch these solo flights we are proud, but a little scared; hopeful, but a little apprehensive. We want to stand back and give them room to soar... but at the same time we want to hold their hands.*

*But we do release them into the world. And our anxiety meters begin to spin.*

*But the same God who gave us our children – these precious gifts of His love – is worthy and able to take care of them. He is worthy of our complete trust.*

*Trust: A conscious act of placing each child in His hands. With that act comes a beautiful awareness that through each experience – social, emotional, physical, and intellectual – He is at work in their lives. He is molding them into what He would have them become. Turning their failures – and ours – into footsteps... footsteps toward Himself.*

*---copied*

**Staff Directory**  
**745-3744**

Pastor: Randy McDaniel  
email: [randym@cbcfloyd.org](mailto:randym@cbcfloyd.org)

Church Secretary: Tammy Bowen  
email: [cbcfloyd@swva.net](mailto:cbcfloyd@swva.net)

Preschool Director/Teacher: Stacie Yaunsem  
email: [staciey@cbcfloyd.org](mailto:staciey@cbcfloyd.org)

Preschool Assistant Teacher: Sheila Lusk