



# Handbook

Jesus said, “Let the children come to me”

Matthew 19:14

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Preschool Director:

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# Our Mission

The Wesleyville Baptist Church Preschool exists to create a loving, caring, and nurturing Christian environment where we provide physical, social/emotional, cognitive, and language experiences to make Kindergarten a more positive adventure.

## About Our Preschool

- Lead teachers have a teaching degree.
- All staff have the appropriate clearances to work with children.
- Staff on site with CPR/AED/ First Aid certification
- We follow the PA Early Childhood Standards of Learning.
- Christian Bible stories/lessons, activities, etc. are integrated into our daily schedule.
- Progress reports will be given out two times a year.
- Each child will receive a monthly snack calendar.
- We've planned field trips, and we may have several visitors come to our preschool. Field trip forms will be given out in advance.
- We offer a clean, well maintained, and safe environment with the children always supervised.
- Communication with parents is an extremely important part of a successful school program.

# Criteria for Attending

- Children must be at least 3 years of age.
- Children must NOT be enrolled in the public-school system.
  - Children must be toilet trained.

# Drop Off & Pick Up Procedures

- Children will only be released to parents/guardians. Please let the lead teacher know (a note and/or phone call) if someone other than a parent/guardian is picking up your child.
- The doors of the church will open at 8:50 AM. Please walk your child to the preschool hallway at drop off. There, they can put their things in their cubby and begin their day in the “green room”.
- School is dismissed at 11:30 AM. Doors open around 11:15 AM. Please remain in the lobby until the teacher brings your child to you. Please be prompt when picking up your child. Excessive lateness in picking up your child will result in late fees. The fee is \$1.00 per minute that you are late after 10 minutes.

# Attendance

Please DO NOT send your child to school if they show any of the following signs of illness:

- fever (temp over 100 degrees)
- runny nose
- vomiting
- diarrhea
- undetermined rash or infected skin
- severe cough
- sore throat
- Evidence of lice, scabies, etc.

If a child becomes ill at preschool, parents will be contacted immediately and asked to take the child home. If the parents are unable to come, the emergency contact person will be reached, or other arrangements will be made by the parents.

## Hours/Days of Operation

3-4 year old class:

Tuesday/Thursday from 9:00am - 11:30am

4-5 year old Class:

Monday/Wednesday/Friday from 9:00am - 11:30am

Our preschool will closely follow the Iroquois and Harborcreek School Districts calendars. On Iroquois and/or Harborcreek snow days or 2-hour delays, preschool will be canceled. The director will also notify everyone if preschool is ever canceled.

# Safety Policies

- The lead teacher is responsible for governing the arrival and departure of the children and is always aware of the children's presence at school.
- Should an accident or injury occur, an incident report will be completed by the teacher, duplicated, given to the appropriate parents, signed by the teacher and the parents, and filed by the teacher.
- Our preschool will conduct routine fire drills. An escape plan will be posted and practiced.
- Any threats to the safety of the children due to environmental situations or threats of violence will be handled by having a lockdown. All doors and windows will be closed and locked. All parents will be called.
- In case of loss of power, heat, and/or water, parents will be notified immediately.
- By law, a staff member must notify children services if they suspect a child is being or has been abused.
- There will be NO medicines and/or vitamins administered at our preschool, except in emergency situations with written instructions from a doctor.

## Emergency Evacuation

Preschool staff and students will follow the evacuation map posted in each room to exit the facility. Once outside, teachers will call roll to account for all students in attendance. Everyone is to stay in the "safe area" until notified by the program director to return to the building. Parents/guardians will also be notified at this time.

# Discipline Policy

- We believe in discipline and structure.
- We believe in encouraging children to control their behavior and to cooperate with others.
- We believe in using manners and always showing respect

If behavior is unacceptable, the staff will use a developmentally appropriate action that is suitable to the situation:

- redirect the child to a different activity
- talk to the child about the situation, state alternatives and consequences, and separate from the situation
- use the “thinking chair” or a “time out”
- severe problems will immediately be communicated with parents
- In some cases, a behavior report may be necessary. This will be completed by the teacher and require a signature from the parent/guardian. After 3 behavior reports are sent home, the teacher will hold a meeting with the parent/guardian to discuss the next appropriate steps.

The school reserves the right to dismiss a child from preschool for two reasons:

Immaturity and/or behavioral problems.

# Financial Policy & Agreement

- A \$25.00 registration fee is due with the enrollment packet. This fee is non-refundable
- Families enrolled at Wesleyville Baptist Church Preschool have two options for making their tuition payments:
  - Annual tuition - due first week of school
  - Monthly Payments - due first week of each month (9 months)
- Payments are due within the first week of each month unless other arrangements are made with the Director.
- Cash or checks are accepted as payment. Checks should be made payable to: **Wesleyville Baptist Church.**
- If a family falls two months behind in tuition payments without making special payment arrangements with the Director, the student will be denied admission to class until at least one month's payment is received.
- Refund of annual tuition balance will be made upon withdrawal of a student.
- Full tuition payment is expected even if the child does not attend classes for various reasons.
- No student will be admitted in the fall if unpaid tuition bills are outstanding from the previous year.
- Final decisions regarding tuition, payments, refunds, etc. will be at the discretion of the WBC Preschool committee.

# Supplies

The following is a list of supplies that we will use often. Please feel free to donate any of these items to our preschool throughout the year. Thank You!!

- Hand Sanitizer
- Clorox Wipes
- Napkins
- Straws
- Tissues
- Baby Wipes
- Plastic spoons and forks
- Paper Towels
- Cups (8oz or less)
- Ziploc Bags (all sizes)
- Paper Plates (all sizes)
- White Drawing Paper

Our preschool also has an Amazon wish list filled with things that can be enjoyed in our classrooms. You can find it here:

[https://www.amazon.com/hz/wishlist/ls/E7UEXRFD1KHB?ref\\_=wl\\_share](https://www.amazon.com/hz/wishlist/ls/E7UEXRFD1KHB?ref_=wl_share)