

# **Bayside Presbyterian Preschool and Kindergarten**

**1400 Ewell Road**

**Virginia Beach, VA 23455**

**(757) 464-0292**

**[preschool@baysidepresby.org](mailto:preschool@baysidepresby.org)**

## **PROGRAM PHILOSOPHY**

Recognizing that the first five years of a child's life is a time of tremendous growth, and acknowledging the need for high quality early childhood educational opportunities, Bayside Presbyterian Church established the Preschool Program. In answer to changing community needs, the program expanded services to include new and additional classes for preschoolers and a Kindergarten.

The goal of this program is to provide each child with a safe a nurturing environment. The program provides positive learning experiences that actively encourage free creativity, socialization skills, and active participation in curricular activities. The program is designed to meet the needs of each child on his or her own level and to enable him or her to grow in an acceptable way physically, emotionally, socially mentally, and spiritually.

## **FROM THE DIRECTOR:**

*Dear Parents,*

*On behalf of the staff of **Bayside Presbyterian Preschool and Kindergarten**, welcome to the **new school year!** We all share your excitement as we begin another school year and look forward to sharing many happy learning experiences with you and your child. Thank you for the trust that you have placed in us in choosing our program for such an important role in your child's life.*

*This **Parent Handbook** is meant to be an informative guide for you. We hope that it will help you better understand the policies, procedures and goals that are important to this program. We are exempt from social service licensing because we are a religious institution. We have worked hard to ensure that each child is provided a warm, loving, stimulating and safe environment for his or her positive growth and development.*

*We welcome your suggestions, questions and talents. There are many opportunities to participate in your child's educational experiences. Please feel free to approach your child's teachers or the Director at any time to discuss how you can be a part of our exciting classes! Again, welcome to the bayside family!*

*Sincerely,*

*Kathleen Armstrong  
Director*

## ADMISSION POLICIES

### **Eligibility:**

Bayside Presbyterian Preschool and Kindergarten admits students 18 months through Kindergarten of any race, color, sex, religion, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in attendance to this school. The Preschool reserves the right to withdraw a child from our program due to physical, emotional, or developmental conditions that interfere with the day-to-day activities of our school. Students are not allowed to advance to the next age level class during the year.

### **Classes Offered:**

All classes meet from 9:30 a.m. to 1:00 p.m.

1. **TODDLER CLASS:** Children between eighteen months (1 ½) and two years, six months (2 ½) are eligible to enroll in this one day per week class. Classes are offered each week day. Children may enroll for only one assigned day per week. Each class is staffed by a Teacher and an Assistant Teacher and is limited to students under the age of 2 ½ years old.
2. **TWO AND ½ CLASSES:** A child must be two years, six months (2 ½) by September 30<sup>th</sup> in order to enroll in this class. There are two 2-day per week classes offered (Tuesday, Thursday and Wednesday, Friday). Each class is staffed by Teacher and an Assistant Teacher.
3. **THREE YEAR OLD CLASSES:** Children who are three (3) years of age by September 30<sup>th</sup> and toilet trained (no pull-ups or diapers) are eligible to enroll in this class. Two 3-day per week (Tuesday, Thursday and Friday) classes are offered, and two 2-day per week (Monday, Wednesday) classes are offered. Each class is staffed by a Teacher and an Assistant Teacher.
4. **FOUR YEAR OLD CLASSES:** Children must be four (4) years of age by September 30<sup>th</sup> and toilet trained to enroll in this class. The preschool offers two 4-day per week classes (Tuesdays to Fridays), and two 5-day per week classes (Mondays to Fridays). Each class is staffed by a Teacher and an Assistant Teacher.
5. **KINDERGARTEN:** Children must be five (5) years of age by September 30<sup>th</sup>. The class meets Monday through Friday. This class may be staffed by one Teacher if the number of students is fewer than 10. If the numbers of students is more than 10 there will also be an Assistant Teacher.

### **Enrollment Procedures:**

In order to enroll in any class, the following forms are required:

- Enrollment Application and Agreement Form
- Certified Birth Certificate
- School Entrance Physical Examination and Immunization Certification Form (white medical form) completed by the child's physician based on a physical performed according to the following schedule:
  - A. 19 to 24 Months: Within six months prior to enrollment.
  - B. 2 to 5 Years: Within twelve months prior to enrollment.
- Emergency Notification Card and Child's Personal History Form
- Registration Fee

### **Fee and Tuition Schedule:**

Registration and Materials Fees are due annually upon enrollment and are non-refundable.

**Preschool Registration Fee - \$100.00 / Kindergarten Registration Fee - \$200.00**

**Monthly Tuition** is determined based on the school year needs and is divided into nine equal (monthly) payments. The **first payment is due August 1**. The last payment is due on April 1.

(Other payments can be prearranged with the director.)

### **Tuition Due Date:**

Tuition is due one month in advance on the first day of each month beginning in August. The last payment is due in April. Checks should be made payable to Bayside Presbyterian Preschool (or BPP) and placed in the locked box outside the Director's Office.

The program depends on the fees and tuition to function. In order to ensure our high quality educational services and to keep costs down, it is imperative that all tuition is received when due. Please see the Registration Announcement letter for this year's tuition rates and classes.

**Early Drop-off:**

Early drop off begins at 8:30 am and requires an additional fee based on the number of days your child starts early. This service requires at least 24 hours' notice to the director (\$8.00 per day) or an additional about of \$20 per month per day of each child which will be prepaid and included in the monthly tuition payment.

**Late Tuition Policy:**

A Late Fee of \$15.00 will be assessed for any tuition payment not received in full by the 10<sup>th</sup> day of each month. In the event your family has a hardship situation that may prevent you from meeting this obligation, please contact the Director prior to the 10<sup>th</sup> to make special arrangements.

**Any student whose tuition has not been paid by the 25<sup>th</sup> of the month will be removed from the Program unless other arrangements have been made with the Director.**

**Scholarship Availability:**

A limited number of scholarships are available from the Preschool. The Director has information on applying for these scholarships. Scholarships are awarded on a confidential, case by case basis by the Education Ministry. Scholarships must be requested quarterly unless otherwise stated in a letter. Please see the Director with any questions.

**Return Check Charge:** There is a \$15.00 fee for any check returned for insufficient funds. Consistent problems will result in the tuition being due in cash or money orders only.

**Absence and Withdrawal Policy:**

Tuition is due in full for each month regardless of your child's attendance. There is no tuition credit due to illness or vacations. If a student withdraws for a month and plans to return, tuition must be paid for that missed month to insure the student's place. Otherwise, the vacancy will be filled.

Please notify the Director in writing as soon as possible (at least 30 days in advance) if you must withdraw your child from the program. This allows us time to fill the vacancy and to orient the new student and their family. If you must leave the program during a month, the tuition may be prorated if proper notice was given and another student is enrolled to fill your space.

Otherwise, the monthly payment is due on the first of the month.

**Pick Up Procedure:**

Persons dropping off or picking up from school must be at least eighteen years old and listed on the child's enrollment form.

Guest pick up passes are to be used to authorize someone other than the person who regularly picks up the child. Persons unknown to the staff will be required to show an ID. Parents are required to keep the enrollment form up-to-date with current home and business addresses and phone numbers, as well as names and phone numbers of emergency designees.

In the event you have an emergency that prevents you from picking up your child on time, call the Director at once to discuss the arrangements you have made for your child.

Parents and children should enter the school from the front main entrance to the church. This door will always be unlocked. All other doors to the church/school will be locked for the safety of our students, including the door by the playground.

**Late Pick Up Policy:**

All Children are to be picked up at 1:00 p.m. and staff are scheduled to leave by 1:15 p.m. A late pick up fee of \$15.00 will be assessed for any child not picked up by an authorized adult by 1:00 p.m. and \$15.00 for each 15 minutes or part of 15 minutes thereafter. The Director will attempt to call the parents and then the emergency designees, if a child has not been picked up on time.

**Child Protective Services** will be called for any child who has not been picked up by 2:00 p.m. and their instructions will be followed.

**BEHAVIOR POLICIES****School Rules:**

1. Students are required to behave appropriately with teachers and peers.
2. Students will learn to act responsibly and respectfully towards teachers, peers and others.
3. The following behaviors will not be tolerated: biting, kicking, hitting, spitting, abusive behavior towards others and / or inappropriate language.
4. Any other behavior that interferes with the safe enjoyment of the school environment by all staff and students will not be tolerated.

**Discipline Policies:**

The staff provides each child with guidance that helps the child acquire a positive self-concept and self-control and teaches acceptable behavior. Discipline and behavior guidance used by each staff member will at all times be constructive, positive, and suited to the age of the child.

The following standards and rules will apply to all children in the program:

1. To prevent unacceptable behavior from occurring, the staff will:
  - A. Model appropriate behavior for the child
  - B. Arrange the classroom environment to enhance the learning of behaviors that are acceptable
  - C. Use descriptive praise when appropriate behavior is occurring
2. When unacceptable behavior is about to occur, or is occurring, the staff will use:
  - A. Redirection: substituting a positive activity for a negative one
  - B. Distraction: change the focus of the activity or behavior
  - C. Active listening: to determine the underlying cause of the behavior
  - D. Separation from the group: this is only used when the less intrusive methods have been tried and the behavior of the child is dangerous to his or herself or the other children. In the event that "sit and watch" is used, the child will remain in sight and hearing of the staff. We do not separate the child for more minutes than his or her age, example: 3 years, 3 minutes.
  - E. Removal from the classroom: child will be sent to the Director's office to sit and to discuss the problem before returning to the classroom.
  - F. If the above steps fail, the parent will be called to immediately pick up the child.

The Staff complies with all federal, state and other relevant laws which prohibit corporal or abusive punishment in child care settings. Additionally, staff are expressly prohibited from using unproductive or shaming methods of punishment.

The school believes that parents and staff must work together to deal with persistent behavioral issues such as biting, unusual or dangerous aggression, or other issues. Parents will be contacted for a conference when a child appears to be unusually stressed, anxious, or otherwise motivated to engage in negative behaviors.

If deemed necessary, the Teacher or Director may recommend that the child be further evaluated / assessed by a child development specialist or other appropriate professional.

The Teacher will make every effort to work with the child using age appropriate techniques to correct the undesirable behaviors. If the negative behavior continues, the child will be put on 1 – 2 – 3 probation.

In these severe cases, the parent will be given:

- (1) VERBAL communication about the ongoing problem so that the appropriate behavior may be reinforced at home. If the same harmful actions continue,
- (2) WRITTEN communication with an explanation of the incident(s) and the intervention techniques used by the staff. Upon continuation of the same harmful actions,
- (3) PARENT WILL BE CALLED TO IMMEDIATELY PICK UP THE CHILD.

Whenever all of these procedures have been followed and a child has been sent home three times, he or she may not return to school for the remainder of the school year.

### ***Termination Policy:***

The Director reserves the right to immediately terminate participation of any child who:

1. Causes physical injury to his or herself beyond the control of the staff.
2. Causes physical pain and / or injury to others (staff or student) beyond the control of the staff.
3. Who causes or exhibits any other disruptive behavior which interferes with the daily activities in the Preschool.

### **HEALTH POLICIES**

#### ***Prevention:***

In order to prevent the spread of disease and to ensure the safety of the children who attend the school, staff use appropriately sanitary practices. Anti-bacterial soap, gloves, and bleach are examples of items used to ensure the safety of students and staff. The church custodial staff along with the school staff completes daily cleaning. All students and staff submit annual medical reports to verify their good health. Updates to immunization forms are required by Social Services for all students under two years of age no later than February 15<sup>th</sup>.

#### ***Daily Health Check:***

Each child receives a daily health check by the staff prior to being accepted into the classroom for the day. This basic check is required by Social Service to screen for any illness or condition that may interfere with your child's enjoyment and participation in our activities. The adult bringing the child into the classroom must wait until the health check is completed before leaving the classroom. Any questions or concerns may be discussed with the Director.

**Special Conditions:**

Parents or guardians of any child enrolled in or making applications for enrollment must notify the Director of any medical condition requiring special attention or consideration. Children with special needs will be accepted providing we can meet those needs. This will be on a case by case basis.

**Illness Policy:**

If a child comes to school when he or she is not feeling well, he or she will be more vulnerable to infections. It is in the best interest of your child and other people at the school to keep your child at home when he or she is ill. A child must be well to participate actively in our program. If your child is well enough to come to school, we expect him or her to go outdoors with the class (weather permitting).

**Your child may come to school:**

\*\* if a cold is over, but a minor nasal drip remains

\*\* if there has been exposure to a communicable disease, but the Director has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home. Usually, your child will not be excluded based on exposure to chicken pox. However, you must discuss this with the Director **IN ADVANCE** to bringing your child into the building.

Please keep in mind that a sick student or a sick sibling comes into contact with many people when he or she enters the building. Exposure to some illnesses, especially coupled with pregnancy, or other medical conditions like leukemia, could be very dangerous.

**PLEASE KEEP YOUR CHILD HOME IF HE OR SHE:**

1. **Has a fever or has had one during the previous 24 hours**, has a green or yellow nasal discharge, or has symptoms of any communicable disease, such as reddened eyes, sore throat, headache, abdominal pain, or rash.
2. **Has experienced vomiting or diarrhea during the previous 23 hours.**
3. **Is within the first 24 hours of antibiotic treatment.** A child may develop an allergic reaction during this time period that could be life threatening. A reaction may not occur the first time a child is given the medication, but could happen anytime the treatment is given again.
4. Has a constant cough, asthma symptoms, or any difficulty breathing.
5. Is fussy, cranky, out of sorts, or is tired. Rest, along with your comfort and attention, may prevent a more serious illness.

**Illness at School:**

If a child develops vomiting, diarrhea, a fever, or exhibits any other sign of illness, we will call you to pick up your child as soon as possible. The child will be removed from his or her classroom to the Director's office to minimize contact with the other children.

**Any child who is sent home with illness may not return until he or she is free of symptoms for at least 24 hours or a physician's release is submitted.**

**Injury at School:**

In the event your child is hurt at school, appropriate first aid will be administered. In the case of serious injury, we will attempt to contact a parent. Based on the severity of the injury, we may contact your child's doctor, dentist, or emergency service. As agreed to on the enrollment form, parents are responsible for any resulting expense not covered by our insurance. Written Incident Reports are completed whenever a child is hurt. The Staff member who witnessed the accident, along with the person picking up the child, is to sign the form. This form is kept on file in the Director's Office.

One of the most common injuries in a group setting is biting. Although all staff members take every precaution to prevent this type of incident, almost every child will be bitten at some time. In the event a child is bitten, the injured child will be comforted, the bite washed, antibiotic ointment applied and an ice pack offered. The biter will be placed in "sit and watch" for an appropriate amount of time based on his or her age.

**Medication:**

Since we are a half-day program and not a child care facility, employees of the school WILL NOT administer prescription or non-prescription medication. The only exception to this rule is for the emergency use of prescribed inhalers and Epi-pens. A special form signed by your child's doctor will be required. For immediate injuries, we may use antibiotic ointment, antiseptic preparations, peroxide, or other appropriate first aid supplies.

## SAFETY CONCERNS

### ***Clothing:***

Please ensure that your child's clothing:

1. Is comfortable, washable and allows for self-dressing.
2. Is marked with your child's name (jackets, sweaters, hats, etc.)
3. Is appropriate for arts and crafts and outdoor play. Necklaces and dangling strings are hazardous on the playground as they catch on the play equipment. Please carefully check your child's clothing to assist us in ensuring their safety.

### ***Shoes:***

Your child should wear shoes similar to tennis shoes that have safe/ non-slippery soles. Dress shoes, sandals, hard soled shoes, jelly shoes and boots are not allowed because they are unsafe. They are hazardous on steps, ladders, tiled floor and other's fingers and toes. Your child cannot be accepted into the classroom if he or she is wearing unsafe shoes.

### ***Toys:***

Guns, swords and toys that could hurt another child are **not** allowed in the building. They will be taken away and put aside until dismissal. Please ensure that these items are left at home.

## **GENERAL POLICIES**

**Inclement Weather:** School closing is determined by the Virginia Beach Public School System. If they are closed, we are closed. (These days are not made up and there is no tuition reduction.) Listen to the television and radio for Virginia Beach Public School closing announcements—we may not be at school to receive calls. Check the Virginia Beach City Public School website at [www.vbschools.com](http://www.vbschools.com) for updates to closures.

**Lunch:** Please send lunch for your child in a lunch box that is labeled with his or her name. Lunch boxes are kept in the children's cubbies in the classroom. Each child should be able to open his or her own lunch box. Teachers will assist in opening drinks.

Due to choking hazards, the following foods are not permitted for children under three years of age: hard candy, hot dogs cut into rounds or whole, uncut grapes, raisins, popcorn, nuts, olives and seeds.

**NEVER SEND ANYTHING GLASS OR BREAKABLE IN YOUR CHILD'S LUNCH BOX ~CANDY, GUM AND SODA ARE NOT ALLOWED IN THE CLASSROOMS.**

**\*Questions or Concerns:** Please contact the director at [preschool@baysidepresby.org](mailto:preschool@baysidepresby.org).