

Parent Handbook

2025–2026 School Year

Bayside Presbyterian Church  
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Courtney Snyder, Director

Vicki McNamara, Administrative Assistant

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\*\*A Parent Acknowledgement form is located at the back of the Parent Handbook. Please sign and return it after reviewing the handbook.\*\*

**From the Director**

Dear Parents,

Welcome to a new school year at Bayside Presbyterian Preschool and Kindergarten! We’re thrilled to have you and your child join us, and we’re looking forward to a year full of joyful learning and growth. Thank you for trusting us with this important chapter in your child’s life.

BPP has come a long way since its beginning over 30 years ago as a volunteer-run Mom’s Morning Out. Today, our dedicated team of 20+ early childhood professionals, alongside church staff, guest instructors, and amazing parent volunteers, work together to create enriching, age-appropriate experiences for every child.

This **Parent Handbook** has been prepared to help you understand our program’s policies, procedures, and goals.

We love partnering with families! Whether you have questions, ideas, or talents to share, please don’t hesitate to reach out to your child’s teacher or to me directly. There are many ways to get involved, and we’d love to have you be part of the fun.

Welcome to the Bayside family!

Warmly,

Courtney Snyder

Director, Bayside Presbyterian Preschool and Kindergarten

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**Program Information**

Bayside Presbyterian Preschool and Kindergarten operates as an outreach ministry of Bayside Presbyterian Church (USA), serving the Virginia Beach community as a religiously exempt educational program. As such, we are exempt from licensure but must submit annual statements and provide required documents, such as annual fire and environmental health inspection reports, to maintain our exemption.  BPP also operates under a 501C tax exempt status.

The preschool is supervised by the church’s Session and managed by a Director who collaborates with church leadership and qualified staff to provide a nurturing, developmentally appropriate learning environment.

Our school is housed in the children’s wing of Bayside Presbyterian Church at 1400 Ewell Road, Virginia Beach, VA 23455. Facilities include dedicated classrooms for each age group, a secure entry system, and an outdoor playground maintained for safe daily use. Classrooms are staffed based on age-specific ratios in accordance with Virginia Department of Social Services guidelines.

With an overall capacity of 155, our program includes Toddler classes (18-30 months), Preschool classes (2 ½-4 years), and a Kindergarten class. Each class is led by experienced educators who promote creativity, curiosity, and kindness through structured play and intentional instruction. We believe children learn best in a setting where they feel safe, loved, and respected.

Our mission is to nurture each child’s physical, social, emotional, cognitive, and spiritual development. We provide an inclusive learning environment and uphold equal opportunity practices in both student admissions and staff employment. Discrimination based on race, color, national origin, religion, sex, disability, or age is strictly prohibited.

**Curriculum**

Our curriculum is designed to promote Social/Emotional, Physical, Cognitive, and Language development through child-centered and teacher-directed activities. Monthly themes provide the foundation of our program and are explored through physical activity, group interaction, art, language, science, music, number exploration, movement, and dramatic play.

**Extra-Curricular Activities**

* Children meet once a week for chapel, led by the church pastor or associate pastor, featuring songs and activities related to Bible study and faith development.
* All age groups participate in weekly music classes with Ms. Brittany.
* The 3-year-old, 4-year-old, and Kindergarten classes participate in a Christmas music program and a Spring music program directed by Ms. Brittany.
* Spanish is taught weekly by Ms. Jhoana to the 3’s, 4’s, and Kindergarten.

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* Ms. Jody conducts a monthly science class for the 4’s and Kindergarten.
* School-wide events are held throughout the year to celebrate various holidays.
* In-house field trips and special events occur during the year. You will be notified in advance, and permission slips will be sent home as needed. If you prefer your child not to participate, you may make alternate arrangements for that day. Please note that the school does not provide alternate care.

# Admissions

Bayside Presbyterian Preschool and Kindergarten accepts children from 18 months through age 5 (Kindergarten level). All students must meet age requirements as of September 30 of the current school year.

While we strive to accommodate a wide range of needs, enrollment may be declined or discontinued if a child’s physical, emotional, or developmental needs cannot be met within our program. Mid-year advancement to a higher age group is not permitted.

Classes are offered from 9:30 a.m. to 1:00 p.m. and follow age-specific structures:

* **Toddler Class (18-30 months):** One day per week ; 2 teachers with up to 5 students per day.
* **2 ½-Year-Old Class**: Two-day options (T/Th or W/F); up to 12 children with 2 teachers.
* **3-Year-Old Class**: 2-day (M/W), 3-day (T/Th/F), or 5-day (M-F); up to 14 students per class with 2 teachers.
* **4-Year-Old Class**: 5-day (M-F); up to 16 students with 2 teachers.
* **Kindergarten:** 5-Day class (M-F); up to 16 students with 2 teachers.

**Enrollment requirements**:

* Complete Application and Agreement Form
* Certified Birth Certificate
* Virginia School Entrance Health Form and up-to-date Immunization Record (updated annually)
* Emergency Contact and Student History
* Non-Refundable Registration Fee
* Children in 3-Year-Old classes and above are required to be potty-trained.

**Priority for Enrollment**:

Registration for the next school year begins in January, with priority given in the following order:

1. Students currently enrolled in the program and their siblings.
2. Children of Bayside Presbyterian Church members.
3. Children who are on the school’s waiting lists who have not been placed.
4. Remaining spaces are filled on a first-come, first-served basis.

**PLEASE BE SURE TO OBSERVE ENROLLMENT DATES ACCORDING TO YOUR PRIORITY STATUS – CLASS FILL QUICKLY! 4**

**Staff Requirements**

All staff are experienced in early childhood education and undergo background checks, reference checks, and health screenings. Each staff member is certified in Pediatric CPR and First Aid and participates in ongoing professional development.

* **Lead Teachers**: Bachelor’s degree in Early Childhood Education or equivalent experience with child development and coursework.
* **Assistant Teachers**: Minimum high school diploma or GED, age 18+, and classroom experience.
* **Administrative Assistant**: Supports daily operations, manages supplies, and substitutes for the Director as needed.
* **Guest Instructors**: Provide specialized instruction (e.g., Music, Spanish, STEM) aligned with curriculum themes.
* **Substitutes:** Maintained on an approved list; may include parent volunteers who have completed safety onboarding.

**Tuition and Payment Policy**

Tuition is based on program costs divided by the total enrolled students. While supported by the Church, the preschool is responsible for covering all operational expenses.

* **Registration/Materials Fee**: Due annually; non-refundable and varies by class.
* **Tuition**: Divided into 9 equal monthly payments (August-April); due on the 1st of each month.
* **Late Tuition**: $15 late fee if unpaid in full by the 10th of the month; students with unpaid balances by the 25th may be withdrawn unless prior arrangements are made.
* **Returned Checks**: $15 fee per returned check; repeated issues may result in a cash-only policy.
* **Absences/Withdrawal**: No refunds for missed days; *30-day written notice is required for withdrawal.* Tuition may be prorated if the spot is filled.
* **Scholarships**: Limited aid is available; applications are handled confidentially by the Director. Church members receive a tuition discount.
* **Extended Care Options**: Early Drop-off, Stay-and-Play, and After-School Enrichment options are available for an additional fee.

**Attendance Policy**

**Classes run from 9:30 a.m. to 1:00 p.m.** Arrival is between 9:20 and 9:40 a.m. Timely arrival helps children benefit from routine and instruction.

**Absences**: Notify the preschool by 11:00 a.m. via the Procare App, phone, or email with the reason for the absence. *Kindergarten absences require written documentation and will be recorded on your child’s report card as excused or unexcused*. **5**

**Pick-Up**: Pick-Up begins at 12:50. Only authorized adults (age 18+), listed on the pick-up list, may collect children. Valid ID is required for unfamiliar individuals. Unsafe conditions (e.g., intoxication) may be reported to the appropriate authorities.

**Late Pick-Up Fee**: $15 after 1:00 p.m., plus $10 per additional 15 minutes. After 2:00 p.m., Child Protective Services may be contacted.

**Drop-Off and Pick-Up Procedures**

* All individuals authorized to drop off and pick up your child must be listed in your child’s Procare profile as either the parent or an authorized pick-up contact. Each authorized adult will be assigned a sign-in PIN, which is required at both drop-off and pick-up. This allows us to track who dropped off or picked up your child, along with their time in and out of the building.
* **Upon arrival**, please park in the lot along the side of the building and enter through the side door (located at the end of the kindergarten hall). The lot behind the school near the playground is reserved for staff only and may not be used during drop-off or pick-up.
* **Sign your child in/out** using your assigned PIN on the Procare app, Procare kiosk, or posted QR codes upon entering the building, then proceed directly to your child’s classroom.
* **Please exit** through the double doors near the playground.
* **Under no circumstances are young children to be left alone in a vehicle** while a parent enters the building to pick up or drop off another child. This is considered child endangerment by local authorities and must be reported.

**Communication**

We prioritize clear and consistent communication between families and staff.

* **Procare is our primary method** **of communication** and will be used for all school-wide communications (e.g., monthly newsletters, flyers, and notices). Please check your app daily.
* Urgent messages, such as school closures or emergency notifications, will be sent via email and text push notifications.
* **Teachers may share daily updates** via Procare or the bulletin board outside of their classroom. They will inform you of their procedure during orientation.
* **Conferences**: *Fall evaluations* will be sent home in November, with individual conferences scheduled as needed. *Spring evaluations* are conducted in person in May. These

evaluations help assess your child’s adjustment and progress within our program. You may request a meeting with your child’s teacher or the Director at any time during the year. Please keep us informed of any significant changes that may affect your child’s learning or behavior (e.g., a parent’s extended absence, the death of a family member or pet, the arrival of a new sibling, etc.)

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**Volunteer Opportunities**

* **PTA**: Each classroom has a volunteer PTA representative. The PTA meets monthly, or more often as needed, to plan and implement school initiatives and family events, fundraisers, spirit week, teacher appreciation, and more. The classroom representative is responsible for communicating with the other classroom parents.
* **Assist with special events** throughout the year.
* **Support classroom activities** as needed by the teacher (e.g., Secret reader, class parties, etc.)

**Behavior Policy**

**Our discipline approach** is rooted in positive guidance and emotional support. Our Staff fosters respectful behavior through:

* **Modeling empathy and respect.**
* **Using redirection and choices.**
* **Offering calming spaces and emotional check-ins.**

**Unacceptable behaviors** (e.g., biting, hitting, unsafe language) are addressed promptly. Parents will be notified of repeated concerns. Persistent aggression may lead to removal from the class or program.

If our efforts to redirect behavior (e.g., distraction, active listening, separation) are unsuccessful, the parent will be called for immediate pickup, and the child will be placed on a 1-2-3 probation.

1. **Verbal Communication** outlining the concern, so appropriate behavior can be reinforced at home.
2. **Written Communication** detailing the incident(s) and the intervention strategies used by staff.
3. **Immediate Pick Up:** If the behavior continues, parents will be called to pick up the child. After 3 such instances, the child may not return to school for the remainder of the year.

If deemed necessary, the teacher or Director may recommend further evaluation by a child development specialist or other appropriate professional.

**Termination Policy**

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

* Causes physical injury to themselves beyond the control of the staff.
* Causes physical pain and/or injury to others (staff or students)
* beyond the control of the staff.
* Exhibits disruptive behavior that interferes with the daily activities of the preschool.

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**Health and Safety**

**Health Checks:** Children are screened daily at drop-off. Students must be symptom-free (without medication) for 24 hours before returning to school after any illness.

**Please keep your child at home if they have**:

* Fever, vomiting, diarrhea, or unexplained rash within the past 24 hours.
* Persistent cough, colored nasal discharge, or any contagious illness.
* Started antibiotics within the last 24 hours.
* Have an active lice infestation. They may return to school only after treatment and when there is no evidence of active lice.

**Illness at School**

If your child develops symptoms such as vomiting, diarrhea, or fever during the day, we will contact you for immediate pick up. The child will wait in the Director’s office to minimize exposure to others. If we cannot reach you, we will contact the emergency contacts listed in your child’s profile.

**Children sent home due to illness may not return until they are symptom-free for at least 24 hours or a doctor’s note is provided.**

**Injury at School**

Minor injuries will be treated with appropriate first aid. For serious injuries, we will contact a parent and, if necessary, your child's doctor, dentist, or emergency services. Parents are responsible for any costs not covered by our insurance.

All injuries will be discussed with the authorized pick-up person or parents, and an **Incident Report** will be completed and submitted via the Procare app to review and signature.

**Biting Policy**

Biting is a common behavior in group settings and may occur during play or as an expression of frustration. While staff take precautions, bites can happen suddenly and without warning. If a child is bitten:

* The injured child is comforted, the area cleaned, antibiotic ointment applied, and an ice pack offered.
* The biter is given a brief time-out (“sit and watch”) appropriate to their age.
* After reviewing the rules, the biter is allowed to rejoin the group.
* An incident report is written, and classroom dynamics are reviewed to help prevent future incidents.

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**Medication**

As a half-day program (not a childcare facility), **we do not administer medication,** prescription, or non-prescription.

**Exceptions:** Emergency use of prescribed inhalers and Epi-Pens, with a signed doctor’s form.

**A Medication Authorization Form is required, signed by the parent/guardian as well.**

**Please inform staff** if your child is taking medication so that we can monitor for any adverse reactions or help them manage symptoms such as fatigue, irritability, or excitability caused by the medication.

**General Safety**

Our goal is to provide the safest environment possible for every child who enters our doors. Over the years, based on reviews of injuries and incidents, we have established several specific policies.

* **Clothing:** Please ensure that your child’s clothing is:
  + Comfortable, washable, and allows for self-dressing.
  + Is marked with your child’s name (especially jackets, sweaters, hats, etc.)
  + It is appropriate for arts and crafts and outdoor play.
  + Free of necklaces and dangling strings, which are hazardous on the playground equipment.
  + Limited to rubber-soled, closed-toed shoes only. Dress shoes, sandals, hard-soled shoes, jelly shoes, and boots are not permitted, as they pose risks on steps, ladders, and tiled floors.
  + Free of overalls, belts, straps, and fasteners, as your child cannot manage independently.
  + Umbrellas should be left at home, as they are unsafe in group settings.
* **Toys**
  + Toys that could hurt another child, such as guns or swords, are **not** allowed.
  + Sharing is challenging at this age, and toys can be easily misplaced. Please help your child learn to leave their personal toys at home.
  + Some classes have show-and-tell days. Please follow the above guidelines when helping your child choose items to bring.

**Emergency Procedures**

* We utilize the RAVE Panic App for emergency services notification and incident management in coordination with local emergency services.
* Monthly **Fire Drills**, a minimum of two **Shelter-in-Place Drills**, and one **Lockdown Drill** are conducted during the course of the school year.
* In the event of an actual emergency, you will be notified by email and text push notification through the Procare app. Please wait for instructions from the school and do not drive directly to the school, as it may interfere with emergency services.
* You will be kept informed throughout the emergency. If the children need to be picked up, you will receive instructions regarding the reunification location and procedures.
* All staff are certified in CPR and First Aid have completed Active Incident Training with the FBI. This training is renewed annually. **9**

**General Policies**

**Weather Closures:** We follow Virginia Beach City Public Schools for inclement weather decisions:

* If VB Schools are closed, we are closed.
* If they delay by 1 hour, we delay by 1 hour.
* If they delay by 2 hours or more, we will remain closed.
* If they close early, we close early.

**Snacks**

We provide mid-morning snacks and water. **Please alert your teachers to any allergies**.

**Birthday Treats**

If you wish to send a special treat for your child’s birthday or a classroom event, please consult with your teacher regarding any allergies. Be mindful of sugar content and choking hazards when choosing a treat. No balloons, please!

**Lunch**

Please send a packed lunch labeled with your child’s name each day. **Candy, soda, and glass containers are not allowed. For children under 3,** please avoid choking hazards such as uncut hot dogs, whole grapes, nuts, olives, seeds, and popcorn.

**NON-DISCRIMINATION**

Bayside Presbyterian Preschool and Kindergarten accepts children without regard to race, creed, religion, marital status of the parent(s), sex, ethnicity, or national origin. We believe a diverse environment enriches the learning experience for children by providing exposure to different cultures and backgrounds.

**AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act (ADA), passed in 1990, prohibits discrimination against qualified individuals with disabilities. Programs may not discriminate in enrollment decisions.

Bayside Presbyterian Preschool and Kindergarten will make every effort to accommodate the known disability of a qualified applicant, provided it does not pose an "undue hardship" on the operation of the school. Undue hardship is defined as an action requiring significant difficulty or expense, considering factors such as financial resources and the nature and structure of its operation.

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8/2025

# Please sign and return the Parent Acknowledgement form below.

# -----------------------------------------------------------------------------------------------------------------

# Parent Acknowledgment Form

I acknowledge that I have received and reviewed the Bayside Presbyterian Preschool & Kindergarten Parent Handbook for the 2025–2026 school year. I understand the policies and procedures outlined in the handbook and agree to follow them in support of the safe and nurturing environment provided by the school.

**Child’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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