

# First Christian Church, Narrows Preschool Guidelines Revised 2009

## NAME

The First Christian Preschool of Narrows is a non-profit organization operated by the First Christian Church of Narrows under the guidance of the Preschool Committee. The preschool is in compliance with the Virginia Department of Social Services code of requirements for religiously exempted centers.

## PURPOSE

The purpose of the preschool is to provide a Christian environment by promoting spiritual, social, intellectual, physical, and emotional growth of children. The preschool's goal is to help develop socialization skills that will aid the child when entering kindergarten.

## MEMBERSHIP

1. Children who are or will be 3 and 4 years old, respectively, by September 30 of the current school year are eligible. The child must be potty trained.
2. School membership is open to all children regardless of race, color, sex, or creed.
3. Applicants will be taken in order according to the waiting list, with a maximum of 10 children per age group per teacher. Students in the 3-year-old class have first option to go to the 4-year-old class during enrollment period. The Preschool Director will administer the waiting list.
4. An enrollment form, including immunization record, child birth certificate, and Parent/Guardian Acknowledgement must be completed for each child **before the first day of school.**

## FEES

The registration fee and tuition fee will be reviewed annually by the Preschool Committee and is subject to change by the recommendation of the Committee for the following school year. **The preschool will only accept check or money order.** Please place the payment in an envelope with the student's name on it.

1. A non-refundable registration fee is payable for each child entering preschool. This annual registration fee is due with registration form.

2. A non-refundable tuition fee is due on or before the 10<sup>th</sup> of each month. Tuition not paid by the 10<sup>th</sup> of the month will be considered delinquent and a late charge of \$5.00 will be applied to tuition. If payment is not received by the 20<sup>th</sup> of the month a written notice will be given to the parent/guardian from Preschool Treasurer. If non-payment persists and no arrangements have been made with the Preschool Treasurer by the end of the month the child/children enrollment will be terminated. A formal application and registration fee will be required for re-enrollment.

3. Any sickness, snow days, or removal of a child to go on vacation does not reduce tuition. In case of extended illness, an adjustment may be made on an individual basis under the discretion of the Preschool Committee.

4. Parents must give a written notice of withdrawal from the preschool program to the Treasurer of the Preschool Committee at least 15 days prior to the last day of attendance in order to avoid the next month's tuition payment.

### **EXPENDITURES**

1. The Preschool Committee shall appoint the Preschool Treasurer. The Treasurer shall have the responsibility of paying the teachers and submitting payment for all bills incurred by the preschool. The Preschool Committee and The Official Board of the Church shall review the preschool finances and financial records quarterly.

2. A maintenance and utility fee will be taken from the tuition fees and will be given to the church at the end of the school year if funds are available.

3. Any remaining funds will be carried forward to the next school year.

### **ATTENDANCE**

1. School sessions will follow the Giles County School Calendar.

2. Snow days will be the same as those in Giles County Schools, with the exception of delayed openings. If Giles County Schools are open 2 hours late, the preschool will operate at normal hours. If county schools are dismissed before 12 Noon, parents may pick up their child from preschool. However, the preschool will remain open until 12 Noon.

3. Parents/Guardians are expected to bring and pick-up children promptly. A fee of \$5.00 will be imposed if children are not picked-up by 12:15 PM.

## SCHOOL POLICY

1. School hours are from 9:00 AM -12:00 noon. The three-year-old class will meet Tuesday and Thursday. The four-year-old class will meet Monday, Wednesday, and Friday. **The doors will open at 8:50 AM each morning.** The child/children must be dropped-off at the classroom door. Children will be picked up outside the entrance door to the fellowship hall. The teachers will bring the child/children to the vehicle. Parents are asked **not to linger** when dropping-off and picking-up child/children. If parent/guardian needs an individual conference, then the Preschool Director will schedule an appointment for after school hours.
2. To assure child safety, parents are asked to send a written message to the teacher if drop-off and pick-up procedures change.
3. Parents are to be advised to use their own judgment when a child is sick. If a child is running a fever, vomiting, or experiencing diarrhea, the child should be kept at home. The child may return to school after 24 hours free from fever. The Preschool Director may require a written statement from the doctor stating the child is not contagious.
4. No medications are given by Preschool Staff. However, first aid treatment will be administered when necessary. The preschool staff recognizes there are times when extreme emergency medications may need to be administered, such as an inhaler for asthmatic attacks or an epipen for allergic reaction. Children receiving this type of prescribed medication must have a written permission with instructions permitting the preschool staff to administer the prescribed medication. The medication must be given to the preschool staff by the parent or guardian for safe storage. The preschool staff reserves the right to refuse a student staying at preschool if the staff feels unqualified to administer the necessary emergency medication. Arrangements to return the student to class must be completed as soon as possible. Parents/guardians are required to complete **Student Health Plan** form for the consent of administering the emergency prescribed medication. If emergency medication is administered during school hours, the preschool staff will complete a **Notification Concerning Administration of Emergency Medications** form to give to the parent/guardian.
5. Throughout the year, the preschool class will be visiting various places in the community. A permission slip for authorization of child's participation in a field trip will be given to parents prior to the event. **These permission slips must be signed and returned to the teacher on or prior to the day of the field trip.** If permission slips are not signed and returned to the teacher before the field trip, then the parents will be called to come to school to pick up the child/children.
6. At times volunteers are needed at school for parties and field trips. The Preschool Director will contact volunteers as needed.
7. All children should wear comfortable and washable clothing. Also an extra change of seasonal clothing should be kept in child's backpack in case of an accident.

8. The First Christian Preschool does not have a definite discipline policy within the school. Each child and situation must be considered individually. The preschool teachers always try to praise and recognize the good qualities of the child rather than recognize only negative behavior. The objectives of the preschool are to stimulate and excite the children through planned activities, thus, avoiding behavior problems. There are times when the teacher must impress upon a child that certain behavior is not socially acceptable in the classroom. The teacher will discuss the problem with the child, thus helping foster self-esteem as well as respect for others. When all methods have been exhausted to help the child cooperate, then the child will be placed in "time-out" chair for a short period of time. This gives the child a chance to calm down and think about the existing problem. The child will be talked to individually in a supportive manner, letting the child know that the teacher is upset with the behavior, and never at the child. Often this short period of time away from the group gives the child the incentive to attempt another approach to the problem. Once the child is calm and willing to socialize with his or her peers, then the child can return immediately and is warmly welcomed by everyone in the playgroup. Parents will be informed if there are problems in the classroom with behavior.

### **PERSONNEL**

1. Teachers employed will be in compliance with the requirements established by the Virginia Department of Social Services.
2. Teachers must demonstrate a working knowledge of 3- and 4-year old characteristics, so the interaction with children can occur physically, emotionally, and spiritually relative to their age.
3. Teachers of the preschool are considered to be self-employed.
4. The members of the Preschool Committee will do an oral evaluation of the teachers annually.
5. Any information concerning students will be handled in a confidential manner with preschool personnel.
6. Teachers will report any suspicion of child abuse or neglect to the Chair of the Preschool Committee and Pastor for further review. If warranted, the situation will be reported to the local authorities.

### **PROPERTY**

1. All toys and equipment purchased for the Preschool will become property of the First Christian Church.
2. Teachers will be responsible for the general care of teaching area. Church staff will provide custodial duties.
3. Teachers will be encouraged to be careful to conserve energy and to be cautious in the use of church property in an effort to keep said property in a state of good repair.

## **PRESCHOOL COMMITTEE**

1. The Preschool Committee will be composed of the following:
  - a. Chair of the Preschool Committee
  - b. Vice-Chair of the Preschool Committee
  - c. Treasurer of the Preschool Committee
  - d. No more than 3 members from the church at large
  - e. Church pastor
  
2. The Preschool Committee will meet every other month starting in July and on an as needed basis.
  
3. The current Preschool Committee will appoint new Preschool Committee members.
  
4. The Preschool Committee will act as a policy-making body and serve as a line of communication, through the Chairperson, between the Preschool staff and the Church. Any questions, comments, or complaints from the parents of the children attending the Preschool should be voiced first to the Director of the Preschool. If further discussion of the issue is necessary, the Committee shall be available for this.

## **PARENT ADVISORY COMMITTEE**

1. The Parent Advisory Committee will be composed of the following:
  - a. Chair of the Preschool Committee
  - b. Preschool Director
  - c. Preschool Teacher
  - d. 1 parent from each class
  - e. Church pastor
  
2. The Parent Advisory Committee will meet in October, January, and April at a time chosen by the preschool director.