

Welcome to Broadway Baptist Preschool 2018-2019

The Broadway Baptist 3-year-old Preschool Program is for children who have turned three years old by August 1, 2018.

The Broadway Baptist 4-year-old Preschool Program is for children who have turned four years old by August 1, 2018.

We are devoted to help your child develop emotionally, socially, and mentally in a Christian environment where they are safe and will have a fun learning experience.

Mission Statement

We believe that we are called by God to this ministry, teaching young children and working with families to share God's love.

We realize our strengths and teaching gifts come from the Lord. We admit our needs and ask His help as we serve Him.

Our ultimate goal is to lead each child to know God's love in a very real and personal way through daily activities.

Finally, as teachers, we strive to provide a loving and safe environment for learning in which Christian principles and values are taught through practice and example.

Curriculum

We use Handwriting Without Tears Curriculum.

Program Enrollment

Classes will begin on September 4, 2018. Children are enrolled in age-appropriate classes on a first-come, first-served basis. They must turn three or four years old before August 1, 2018 and are in sound physical condition. Up-to-date waiting lists are maintained when classes reach full enrollment.

If your child is enrolled for the 2018/2019 school year, your child will also be eligible to enroll in our 2018 Summer Camp. The Summer Camp will be offered 2 or 3 days a week, based on interest and participation. Dates and fees of Summer Camp will be determined in Spring of 2018.

Registration Fees

Open registration begins in January. A registration fee of \$75.00 (per child, non-refundable) must be paid in full at the time of registration.

Tuition

Monthly tuition fees are due the child's **first class day of each month**. Tuition is due whether or not you attend class. Make checks payable to Broadway Baptist Preschool. A late fee of \$15.00 will be

assessed for payments not received by the 10th of the month. Please contact the Preschool Director if special circumstances exist which interferes with tuition payment. Parents will be responsible for payment of bank charges for any checks returned for insufficient funds. If more than two checks are returned for insufficient funds during the year, all tuition payments will need to be made in cash for the remainder of the year. **Active Broadway Baptist members will receive a 20% discount on tuition rates.**

Monthly Tuition Fees

Two day 3-year-old class is \$140.00 per month or \$1,260 in full.

Three day 4-year-old class is \$155.00 per month or \$1,395 in full.

Withdrawals

It is understood that in case a child is withdrawn, the tuition will not be refunded, unless the reason is one of the following: serious or prolonged illness, permanent removal from Fayette County by the family, or mutual agreement between parents and teachers that there is unsatisfactory adjustments of the child to the program.

Arrival and Departure

Our school day is from 9:00a.m. to 12:00 Noon. Parents are responsible for bringing their child into the building through Entrance C. No child will be admitted before 8:50 a.m. The teachers are preparing for the school day between 8:30 a.m.-8:45 a.m. Even if your teacher is in the classroom when you arrive, we ask that you be considerate and wait until the teacher has opened the classroom door before you enter the classroom. Please have your child arrive on time. Your child needs the first period (free play). If he misses this, he may not be ready or willing to participate in further activities. All daily helpers will be assigned at 9:15 a.m. If your child is late they may miss being helper of the day.

At the end of the school day, children will be brought out into the hall way and dismissed to their parent. We ask that you arrive promptly at 12:00 p.m. to pick up your child. **There will be a \$5.00 charge for every 10 minutes you are late. The late fee applies for any part of a 10-minute interval you are late. If you are late, please be prepared to pay the fee to the teacher when you arrive to pick up your child.** We have this policy because children feel anxious or upset if they are left at school after all of their friends have gone home. Also, our teachers have families of their own and need to have a dependable time for leaving in the afternoon. If you are running late, please call the church office at (859) 276-2592. We do understand that sometimes there may be an emergency that prevents you from picking up on time. Other than parents, children will be released only to persons preauthorized by parents. Please let the authorized person know that we will ask for identification.

Parking

Parents may choose to park their car or participate in the car line. If you choose to park your car, please park in a parking space when dropping off your child and when picking up. All Mom's Day Out and Preschool parents may park in the lower lot. Do not leave children unattended in parked cars. Do not leave cars running while unattended.

Security

For security purposes, our door will be locked at 9:30 a.m. To enter after 9:30 a.m. please ring the doorbell located on the right side of the door.

Child/Family Orientation

A Parent/Child Orientation is scheduled during the week before school starts. This gives the parent and child an opportunity to visit the classroom and meet the other children. At this time, parents receive their Parent Handbook and hear details about the upcoming year.

Parent Information/Participation Policy

Parents will be kept informed about classroom program activities through the monthly class newsletter, class calendar, notes sent home with the child, and notes placed on the Parent Information board located outside the classroom on the hallway wall. Parents and guardians are encouraged to participate from time to time throughout the school year.

Snack Guidelines

Please send a healthy snack with your child each day in a disposable container or baggie. Make sure the snack is labeled with your child's name. **No peanuts, peanut butter or tree nuts, please.**

Food Allergies

Please inform your child's teacher, in writing, of any food allergies that your child may have. If your child has any food allergies, you must provide all food and drinks for your child's snack. Broadway Baptist Preschool cannot serve any food to a child with food allergies due to the uncertainty of ingredients in some food.

Birthdays

If your child's birthday is during the school year, you may wish to celebrate your child's "Special Day" by bringing the snack and reading your child's favorite book to the class. **Please do not send in cupcakes, peanuts, peanut butter, or tree nuts.** Let the teacher know when you plan to celebrate your child's birthday. In the case of summer birthdays, your child may celebrate their "Special Day" toward the end of the school year. If you and your child make goody bags for each child in the class, your child will be encouraged to hand them out at the end of class. If you are hosting a birthday party for your child and are NOT inviting the entire class, please invite by mail or phone! Please refrain from handing out invitations in the classroom where those children who are not invited may feel left out.

Parties

We will have four parties: Fall, Christmas, Valentine, and Easter during the year. There will be sign-up sheets for items to be sent in for the parties.

Star Student

We will have a star student each week in our 3-year-old and 4-year-old classes.

Share Day

We will have share day every Wednesday and Thursday for the 3-year-old class and every Friday for the 4-year-old class.

Bible Class

Our 3-year-old class will have Bible class every day. Our 4-year-old will have Bible class every Friday.

4-Year-Old Fridays

Fitness Friday – Students will learn about physical fitness and well-being by participating in a time of fun, organized activity in the gym.

Math & Discovery (Science) – Students will explore mathematical concepts and scientific inquiry with practical applications and a hands-on approach.

Field Trip Policies

Off campus field trips are only scheduled for our 4-year-old preschool class. Our 3-year-old preschool class will have “in-house” field trips throughout the school year.

Parents must assist with transportation and supervision on preschool field trips. **No siblings will be allowed to accompany the class due to the safety of all children.** If you are unable to go on the field trip with your child, you must arrange transportation with one of the other parents. Your teacher must be notified in writing of this arrangement. Signed, written permission slips will be secured for each child prior to the field trip. Permission slips will include all of the following information: Child's name, destination, parent signature, date signed, approximate time of departure/arrival and date of trip. Teachers will hand carry permission slips on all trips.

Behavior

If unacceptable behavior occurs, the following steps will be taken:

- Child will be directed from negative behavior with a positive alternative. Gentle reminders of rules will be made in a low-key fashion.
- “Time out”, in the classroom will be used when negative behavior continues. “Time out” will last no longer in minutes than the age, in years, of the child (ex. 3 minutes for a 3-year-old). If “time out” is not effective, then the parents will be notified.

Sick Policy

Our goal is to ensure that all children are safe and healthy while they are enrolled in Preschool. We need the help of every parent to achieve this goal. Children will **NOT** be allowed to attend the program if they have any of the following symptoms:

- Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Thick and productive nasal discharge
- Yellowing skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching

- Fever
- Untreated infected skin patches, unusual spots or rashes
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Children must be symptom free for a **full 24 hours** before returning to class. (Please note that they must be fever free **without** Tylenol or Motrin for 24 hours.) Should a child begin to show any of these symptoms during class hours, we will contact a parent or emergency contact person as soon as possible to come and pick up the child. **No medication (prescription or over-the-counter) can be given by our staff.** Parents are to notify the school immediately when their child has a communicable disease. The child's identity will be held in confidence. A notification will be sent to all parents.

To comply with state regulations, it is necessary to have a current immunization certificate for each child enrolled. This statement must be from either a doctor or the Public Health Department. This form must be received by the first day of class. Children without the proper immunization form will not be allowed to attend school.

Never put medications (including over the counter medications) in your child's lunch box or backpack. Please notify your child's teacher and the Director of any special medical circumstances concerning your child.

Accidents

If a child is injured in a classroom or during outside play, one staff member will accompany the child to where first aid supplies are stored. Minor abrasions will be cleansed with water and Band-Aids applied. Minor bumps and bruises will have ice applied. More severe wounds or cuts, severe extremity strain or dislocation will be reported to the parents immediately. Life threatening situations will be referred to the nearest life squad and parents will be immediately notified. All injuries and resulting actions will be recorded on an Incident Report and kept on file in the Preschool office for at least one year.

Dress

Casual dress is that which will be comfortable for floor play, outside activity, art experiences, and climbing. Although we make every effort to cover clothing during messy activities, a preschooler's clothing is always in danger of becoming soiled. Certain boots, dressy shoes and sandals can be a safety concern on some play equipment. We suggest **tennis shoes**. Dress your child for the weather, as we schedule outside playtime whenever the weather permits. Teachers use their best judgment, but, in general, outdoor play is encouraged.

Photographs

We occasionally take photographs throughout the year of the children as they participate in the program, highlighting the year's events. These photographs are sometimes used by teachers for craft activities, but also as an opportunity to better share Broadway Baptist Preschool with the community on our church website. If you do not want your child photographed for any reason, please see the Director.

We schedule a week of professional "School Pictures" for each class in the spring. Packets will be available to purchase along with a class composite.

School Closings

The program calendar will designate any days that the school will be closed. We follow **Fayette County Public School** calendar as closely as possible. We follow the same severe weather closings and delays as **Fayette County Public School**.

- One or Two Hour Delay: Our classes will start on time
- Public School is cancelled: Our classes will be cancelled

Please listen for announcements on television and radio reports, as we do not contact families individually.

The last day is school is May 17, 2019.

Toilet Training

Children enrolled in the 3-year-old and 4-year-old preschool classes are expected to be fully toilet trained.

What to Bring

Each child should bring a tote bag or backpack to transport papers and art projects. Please send an extra change of clothing and a regular size bath towel. Please **label everything** with your child's first and last name. Please **do not send toys**.

Extended Days

We offer extended days on Tuesdays, Wednesdays, and Thursday until 2:00 PM for an extra \$10 per day.

We are devoted to help your child develop emotionally, socially and mentally in a Christian environment where they will be safe and have lots of fun. Please contact the director, Sherry Lyons, 276-2592 (office), or by email (slyons@broadwaybaptistchurch.org) if there are any questions.