

Pleasant Grove Baptist Church Preschool Program

Philosophy, Purpose, and Values

Pleasant Grove Baptist Church Preschool Program's philosophy is based on these four foundational criteria.

1. Scripture is the authority, and Jesus is the model.
2. Each person on the staff must be a professing and practicing Christian with the same basic beliefs as Pleasant Grove Baptist Church.
3. The program will include a balance of opportunities for development of the whole child from a biblical perspective: mental, physical, spiritual, social, and emotional.
4. Age-appropriate activities will be used to guide and encourage development. The development of the total child will be the objective of PGBC-Preschool program.

Purpose of Pleasant Grove Baptist Church Preschool Program

The purpose of the Pleasant Grove Baptist Church Preschool program is ministry that is consistent with the program's biblical philosophy and with the ministry of the church.

1. **Church** - A church extends its ministry by providing care, education, and growth opportunities for each child enrolled and by providing a program of outreach to the families of the children enrolled.
2. **Family**- Ministry to the family begins by providing safe, responsible care for their children. Meeting physical needs allows the church to build relationships with parents and other family members.
3. **Child**- The child receives a foundation through PGBC-Preschool program that helps him develop mentally, physically, morally/spiritually, socially, and emotionally through age-appropriate activities.

Value of Pleasant Grove Baptist Preschool Program

The value of a program is based on the biblical foundation for the program.

1. **Value to the Child:** "Train a child in the way he should go, and when he is old he will not turn from it" (Proverbs 22:6, NIV)
2. **Value to Parents:** (a) Peace of mind –knowing their child is loved and safe while in the program. (b) Peace of spirit- having support in the task of bringing up their child as God intended.
3. **Value of Teacher:** A job that brings purpose and fulfillment.
4. **Value to the Church:** Extension of ministry to many parents and children who do not attend any church and a reinforcement of teaching for those who do attend.

Policies and Guidelines

Pleasant Grove Baptist Church Preschool Program
3385 Roan Creek Road, Mountain City, TN 37683

The Pleasant Grove Baptist Church Preschool Program is an extension of ministry to families in our community. To effectively work toward the common purpose of fulfilling the Great Commission, we commit to the following goals:

Provide a nurturing, developmentally appropriate environment that encourages each child to develop mentally, physically, spiritually, socially, and emotionally.

Provide ministry to families.

Provide a witness of Christ and his church to the children's families.

In order to achieve these goals, we commit to provide:

A quality program built on developmentally appropriate activities.

Curriculum that is biblically based and includes Bible stories and thought appropriate to the child's level of understanding.

Staff who profess Christ as Savior and exhibit Christian traits in caring for children and interaction with families and co-workers.

Position guidance for children that encourage problem-solving and managing negative emotions.

Respect and understanding of others without regard to race, gender, nationality, religion, or background.

Planned small and large-group activities that permit each child to progress and enjoy success.

Administration

The church will elect the preschool committee. This committee will interview and recommend a director to the church. Working with the director, the committee will serve as a policy-making body for the preschool program. The pastor and director will serve on the preschool committee as ex officio member. They will approve an annual budget and act as liaison between the preschool and the church.

Finance

The PGBC-Preschool Program will generate income to cover operating expense. The budget and financial statements will be available for review as requested by the church finance committee and preschool committee. The PGBC-Preschool Program will be recognized as a ministry of the church.

Personnel Policies

Philosophy

Because each child develops mentally, physically, spiritually, socially, and emotionally, age-appropriate learning experiences are provided to allow each child to progress at his/her own pace and experience success through hands-on activities in learning centers. All personnel of the preschool program will be professing Christians and active participants in their church, will incorporate appropriate Bible stories and verses, and will strive to lay the foundation for the development of a biblical world view in the mind and heart of each child. Each staff member must be willing to sign the church's statement of faith.

Purpose

To extend the ministry of the church through supporting families by providing care, biblical education, and growth opportunities for their children and by providing a program of ministry and out-reach to the families of the children enrolled.

Objective

1. Provide Christian teachers who care about young children and who communicate care through love and individual attention.
2. Provide an environment designed to meet age-appropriate needs of each child.
3. Provide a curriculum of planned activities in learning centers and group experiences designed to facilitate the child's total development.

A. Supervision

The director shall be employed according to the church's policy for securing other staff positions, be part of the church staff, and be respected as such. Responsibilities of the preschool program director include (but are limited to):

1. Day to day management of the preschool program.
2. Increase or decrease the number of staff in relation to enrollment.
3. Develop and oversee an ongoing training program for teachers and staff.

B. Staff Orientation

Upon employment, each employee will be given a copy of the program's *Personnel Policies* and *Operating Procedures* and asked to sign an agreement stating they have read, understand, and agree to follow the policies/procedures with a positive attitude.

All new employees will receive orientation concerning:

1. Supervision
2. Probationary period
3. Position description
4. Activity guide
5. Purpose and philosophy
6. Personal policies and procedures (including safety issues such as fire drills and emergency evacuation)

7. Annual evaluation of employee
8. Observation schedule prior to employment

C. Probationary Period

All new employees will serve a 90 day probationary period. At the end of an evaluation, review will be scheduled and conducted by the director and preschool committee to determine further employment.

D. Pay

Employee pay scales with consideration to each employee's education and experience. Salaries will be approved by the preschool committee. A person's salary is to be confidential and is not to be shared with other employees.

E. Hours of Operation/Work

The preschool program is available to parents from 8:00a.m. to 2:00 p.m. All staff is expected to arrive on time and to be prepared when the first child arrives.

F. Professional Growth

Each staff member participates in professional training opportunities to enhance personal growth and to meet any required training guidelines. CPR and first aid are required training for all employees.

G. Absences

1. **Illness** – Each employee notifies the director as soon as possible in case of illness. Each employee will receive three days of paid leave annually which may be used for illness.
2. **Personal Emergencies-** Employees may use paid days in the event of a death or critical illness in their immediate families.
3. **Medical Appointment-** Medical appointments are to be scheduled outside regular work hours.

H. Holiday Schedule

The program observe the following holidays:

- Labor Day (September 2)
- Fall Break (October 14 – October 18)
- Wednesday before Thanksgiving (November 20)
- Two weeks at Christmas, including New Year's Day
(December 23-January 3)
- Martin Luther King Day (January 20)
- President's Day (February 17)
- Easter Monday (April 13)

I. Dress Code

Dress will be appropriate for a professional employee in a Christian organization. Dress should be comfortable, clean, neat, appropriate, and modest.

J. Smoking and Drug Usage

Employee smoking and/or drug usage is not allowed.

K. Employee Performance

Each employee will participate in annual performance evaluation. Immediate counseling will be provided for an employee whose conduct or performance is below standard.

1. On the first violation, the director shall meet with the employee in a confidential setting to discuss the problem and give specific steps for correction.
2. Should a second violation occur, the director, accompanied by his/her chairman, will hold a second confidential meeting seeking correction, emphasizing that a third violation will result in discharge.
3. A third violation requires a meeting with the pastor and the preschool committee.
4. In case involving serious misconduct such as violation of the law, lying on application, stealing, refusal to perform duties, purposeful misuse or destruction of property, immoral conduct as determined by church policy, or disregard for the safety of the children or fellow employees, the director has authority to send the employee home until a meeting can be called by the preschool committee.
5. All actions by the director shall be placed in written memo form and included in the employee's personnel file.

L. Termination of Employment

Both the staff member and program retain the right to terminate the employee/employer relationship. Employees must submit two week notice of resignation in writing. Any employee whom is absent for a day without having notified the director will be terminated.

M. Personnel Records

The director shall maintain a confidential employment file on each employee. File content will be available for an employee's review.

Operating Procedures

A. Abuse

Any person having cause to believe that a child's physical or mental health or welfare been or may be adversely by abuse or neglect will report any such concerns.

B. Toilet Training

A child learns to use the toilet when he or she exhibits physical and intellectual readiness. Parents and teachers work together in this significant stage of development.

C. Discipline

Hebrews 12:5 suggest that discipline takes place when a loving relationship exists. A teacher has a head start on positive guidance when he or she:

1. Understands how a child develops and learns,
2. Knows what age-appropriate activities should be provided, and
3. Prepares an appropriate learning environment.

D. Medication

The program does not except children with contagious illnesses and will administer only prescription medication. A medication form must be completed, signed by the parent, and accompany medication with the child's name on it. Medicines will be stored in a designated, safe place out of the reach of children and returned to the parent at the end of the day.

E. Release of Children

Teachers release children only to persons whose names are listed on the Child's Enrollment Form.

F. Emergency Situations

When emergencies occur, stay calm and use common sense:

1. **Illness/Accident-** Immediately notify the director. Complete an incident Report form documenting the illness/accident.
2. **Fire-** Conduct and document monthly fire drills. Evacuate building according to evacuation plan posted in each room.

G. On-the-Job Injury or Illness

Employees who become ill on the job or suffer any work-related injury, no matter how minor, shall report it immediately to the director.

H. Personal Phone Calls

Personal phone messages, unless an emergency, will be placed in the employee's box in the central message center.

I. Personal Complaints

If an employee has feelings of dissatisfaction concerning conditions of employment,

treatment by the director, or treatment by other employees, the complaints is brought to the director. The director is responsible for ensuring that the process for personal complaints is followed.

1. Following the initial verbal communication with the director, the complainant will communicate in writing the following:
 - a. A concise statement of the facts on which the complaint is based.
 - b. Specific reference to the policy, procedure, or practice that is involved.
 - c. Desired results.
 - d. Signature and date.
2. The director will investigate the dissatisfaction, attempt to resolve it, and communicate a decision to the employee in a timely manner.
3. If the employee is not satisfied with the decision of the director, he or she may submit the complaint in writing to the preschool committee, requesting a meeting of the employee, and the chairman of the preschool committee.
4. If employee is still not satisfied, he or she may request a meeting with the preschool committee, whose decision is final.

J. Working Parents

Since interaction with parents provide a foundation for quality relationship, each teacher should:

1. Inform the parents about their child's progress, according to the policy of the weekday early education program.
2. Be positive in relating a child's experiences; discusses problem only with parent(s) of the child involved, without the child being present. And after consulting with the director.
3. Listen actively to what parents have to say.
4. Be kind and professional in maintaining policies.

Parents Handbook

Dear Parents,

Welcome to the Pleasant Grove Baptist Church Preschool Program. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its' mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this preschool program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. "And Jesus increased in wisdom and stature, and in favor with God and man" (Luke 2:52).

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year in our preschool program.

(Preschool Director)

(Pastor)

Educational Philosophy of the Program

A child develops mentally, physically, spiritually, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to develop in these areas at his/her own level of ability while enjoying the feeling of success. This is primarily done through hand-on activities in learning centers and positive Christlike role modeling of the staff. Parent's newsletters will keep you informed about each unit designed for your child's class.

School Calendar

Opening Date: August 12, 2019

Holidays: Labor Day (September 2)
Fall Break (October 14 – October 18)
Wednesday before Thanksgiving (November 20)
Two weeks at Christmas, including New Year's Day
(December 23-January 3)
Martin Luther King Day (January 20)
President's Day (February 17)
Easter Monday (April 13)

Preschool will close due to weather issues when public school closes. In addition, when the public schools have a 2-hour delay, preschool will also observe a 2-hour delay.

Closing Date: Following public school schedule.

The Program

Your child will participate in a variety of learning center activities which include art, books, blocks, puzzles, manipulatives, nature, and dramatic play. Appropriate field trips are taken in the community, and you will be notified in advance of any field trip. Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories and verses are included in each teaching unit.

Policies

Age of Child – Pleasant Grove Baptist Church Preschool Program enrolls children ages three to four or depending on entrance to kindergarten. Your child must be potty trained to enroll in preschool. There will be a \$35.00 registration fee that will cover for their curriculum and supplies.

Health and Safety – Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, or a suspicious-looking rash) may not attend. If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick up him/her

immediately.

In the event of exposure to a contagious disease within the group, you will be given written notice.

The preschool staff administers only prescription medication. Complete the medication forms that are available in the preschool office and leave the medication with office personnel.

The medication must be prescribed for the child to whom it is to be given.

The program exercises reasonable care and judgment in all matters related to safety. In all emergencies the program has permission to take such reasonable measures as are, the judgment of the teacher or director, necessary for the welfare and safety of the child until a parent can be reached.

Arrival and Departure – Parents will sign the Child's Sign In/Sign Out Sheet when bringing or picking up a child. Persons bringing or picking up a child will need to confirm that a staff member is aware of the child's arrival or departure. (Preschool doors will be locked after arrival in the morning for security purposes.)

Authorized Pick-up – Your child will only be released to persons listed on the Enrollment Form under Release of Child.

Food – A snack will be provided but lunch is the responsibility of the parents.

Records – Attendance, health, and identification records are kept for each child. All information and forms are required in writing prior to enrollment.

Clothes – Washable play clothes are recommended for weekly activities. Parents are encouraged to bring an extra set of clothes labeled with the child's name for emergency purpose. Please send in with your child an oversized shirt to be used as the child's paint apron.

Toys – No toys may be brought from home unless requested by a teacher in writing.

Outdoor play – The children at Pleasant Grove Baptist Church Preschool Program go outside everyday, weather permitting. Dress your child appropriately to enjoy God's beautiful world.

Progress Reports – Written development progress reports are provided twice each year. Parent conferences are scheduled as needed.

Fee – Weekly tuition is \$28.00 per week payable by Wednesday of each week.

Withdrawal – Two week notice, in writing, is required for withdrawal and is to be submitted to the preschool program.

Parent Agreement

I, _____, whose child _____ is enrolled in the _____ school year of the Pleasant Grove Baptist Preschool Program, have received a copy of the *Parents' Handbook*. I have read and understand the policies and guidelines as described in the Handbook, and I agree to abide by them.

(Signature of Parent/Guardian)

(Date)