

GREEN PINES  
BAPTIST WEEKDAY  
PRESCHOOL  
PARENT HANDBOOK



Matthew 19:14

**“Train up a child in the way he should go and when he is old he will not depart from it.”**

*Dear Parents,*

*Welcome to Green Pines Baptist Preschool. We are happy you are here and look forward to getting acquainted with you and your child.*

*This booklet has been prepared for you so you may further understand our program. Please keep it for reference, as you may have questions arise later in the preschool year.*

*Your child is very important to us and we will do our part to make this a great experience for him/her. Our program is designed to help your child develop intellectually, emotionally, physically, socially, and spiritually. It is important that each child explore and learn from the world around him/her. Learning should be fun for every child. What looks simple to you may be very hard for your child. Please encourage your child to share all that goes on at our preschool with you.*

*Feel free to come by or call at any time. We trust this will be a wonderful experience for you and your child.*

*Because He lives,*

*Libby Brock  
Preschool Director*

---

## **OUR MISSION STATEMENT**

To provide a high quality early childhood program for young children within a Christian environment. Our program is designed to promote the development of the total child and to provide an atmosphere in which the emotional, intellectual, physical, social, and spiritual needs of young children can be met.



## **OUR PHILOSOPHY**

1. Christianity is best taught to children through example as Christian principles are applied to all areas of preschool life.
2. Every child is unique and deserves to develop at his/her own rate.
3. Children must have confidence in their own worth and abilities in order to develop to their fullest potential.
4. Children learn by doing, by being actively involved with materials and experiences which help them experience the world through all their senses.
5. Well-trained, sensitive teachers are able to guide children in developing social skills, learning problem-solving methods, learning to think independently, and becoming self-directed.
6. Children should be encouraged to express their creativity in work and play.

## OUR PURPOSE

1. To help the child develop a basic Christian approach to living through example, day-to-day interaction, and Bible stories.

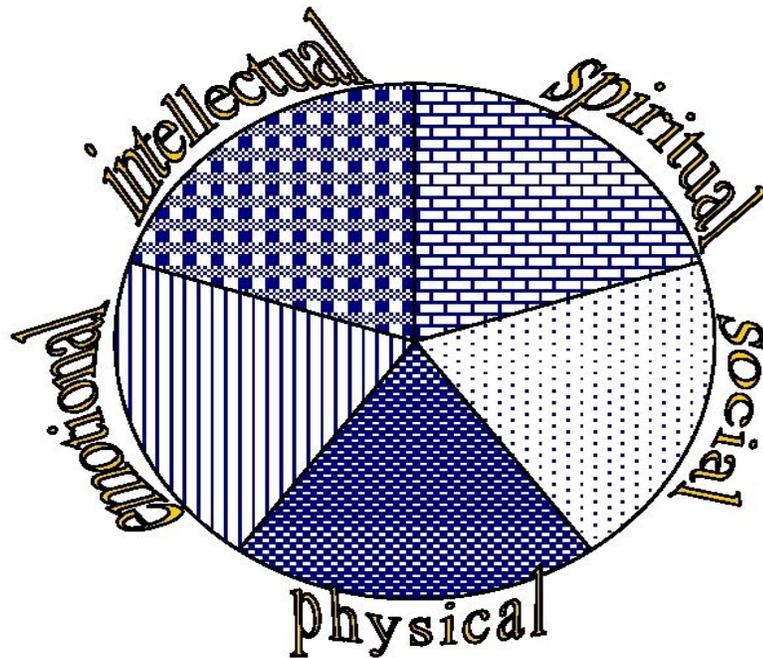
*We believe children are more than body, mind, and emotions. They have a spirit which is capable of relating to our Creator. Our curriculum includes exposure to Bible stories and prayer to encourage reverence toward God and faith in His Son Jesus.*

2. To provide an atmosphere in which children can develop socially by playing with other children, sharing, communicating, and getting along with other children in large and small groups.
3. To prepare the child for formal schooling by working with pre-reading readiness skills, exposing the child to many different language experiences, and motor skills necessary for reading and writing.

*Some of the benefits of Preschool include growth in ability to: listen, follow simple directions, concentrate, share, understand feelings, use imagination and materials constructively, persevere to complete a task, and learn from their environment.*

4. To provide situations in which the child can succeed. To help each child develop a positive self-image.
5. To provide happy experiences which will promote a healthy attitude towards education.

**OUR STAFF SEEKS TO MINISTER  
TO THE WHOLE CHILD**



**To help a child grow INTELLECTUALLY by providing for:**

- ♦ Exploring, observing, and discovering
- ♦ Development of his/her problem-solving abilities
- ♦ Awareness of sensory experiences
- ♦ Learning to listen
- ♦ Ability to organize facts as they relate to play
- ♦ Learning to enjoy poems, music, stories, and language sounds

**To help a child grow EMOTIONALLY by:**

- ♦ Learning that he/she can trust others as teachers
- ♦ Feeling a positive self-worth
- ♦ Developing confidence in himself/herself
- ♦ Experiencing success
- ♦ Relating feelings and the ability to express them
- ♦ Feeling that people love and care for him/her

**To help a child grow PHYSICALLY by:**

- ♦ Exercising
- ♦ Developing their large and small muscles
- ♦ Establishing good habits through the models of teachers
- ♦ Learning to use all parts of the body as growth progresses

**To help a child grow SOCIALLY by:**

- ♦ Building right relationships with teachers, parents, and other children
- ♦ Learning to share and take turns
- ♦ Beginning to play alongside friends
- ♦ Responding to teachers and other adults in a friendly manner

**To help a child grow SPIRITUALLY by:**

- ♦ Knowing that God and Jesus loves him/her
- ♦ Listening to Bible thoughts and conversations
- ♦ Knowing the church is a happy place
- ♦ Knowing of God's love from the love expressed by his/her teachers
- ♦ Knowing awareness of God's creation through the use of items from nature

**"And Jesus increased in wisdom and stature,  
and in favor with God and man."**

**Luke 2:52**



## BASIC FACTS ABOUT OUR PROGRAM

- ◆ Tuition is due on the 1st day of each month. Payments made after the 5th of the month are considered late and will be charged a \$25 late fee.
- ◆ Tuition payments reflect an annual fee, paid monthly, and are not adjustable for days missed due to illness, holidays, or vacations.
- ◆ Multiple sibling tuition discount is \$25 per child each month.
- ◆ Tuition must be paid monthly by cash, check, or money order. Payments should be placed in the tuition drop box located in the preschool foyer.
- ◆ Online payments are now being accepted at [www.greenpines.org](http://www.greenpines.org).
- ◆ Checks returned for insufficient funds will be charged a \$25 service fee.



# OUR CURRICULUM

*We use the A Beka curriculum which is a phonics, math, and science based course of material produced by Pensacola Christian University. We also use Wee Learn as a supporting curriculum. We begin with the child in his world and gradually expand his opportunities and experiences to challenge his social and educational development.*

*Listed below are the subject areas in our curriculum.*

---

**ART** - using simple tools as an important means to learning that involves the senses and imagination.



**BIBLE STORIES** - the Bible is our guide book for life and will be used daily in the classroom. Children will learn the truths of God's word along with the importance of prayer. They will practice hiding God's word in their hearts by singing and learning short Bible verses.



**CHILDREN'S LITERATURE** - encourages language development and teaches children about their world.

**HEALTH AND NUTRITION** - concepts will be explored relating to good foods, personal hygiene, and safety.

**MATH** - basics will be explored, such as sizes, shapes, matching, classifying, sequencing, set relationships, problem-solving, numerical recognition, and measures.



## OUR CURRICULUM

**MUSIC AND MOVEMENT** - will be used as a source of enjoyment as well as a vehicle for teaching. These involve large and small muscle activity.



**PHYSICAL ABILITIES** - are important in a child's growth. Small and large muscle control, balance, coordination, rhythm, body awareness, eye-hand coordination, need to be developed. All of these skills lay the foundation for reading and writing.

**SCIENCE** - activities will involve exploration of the five senses, nature study, weather, plant and animal observations, etc.



**SOCIAL STUDIES** - will involve where we live, time and seasons, calendar, transportation, occupation, classification, and a look at other places and people. Special activities are planned as the year progresses and the children adjust to group instructions.

**READING READINESS** - skills are encouraged by activities involving matching, color and shape recognition, left to right progression, visual discrimination, sight-word recognition, and letter-sound recognition.



## ARRIVAL AND DEPARTURE

- ♦ All children will be admitted at 9:00 am. It is very important that you arrive on time. Pick-up will be at 12:00 pm. All children must be picked up no later than 12:15 pm to avoid a late pick-up charge. Our Pre-K class will be dismissed at 1:00 pm. All children must be picked up no later than 1:15 pm to avoid a late pick up charge. A \$10.00 charge will be billed to your account for every 15 minutes you are late.
- ♦ Upon arrival, children should remain in the car until one of our staff is ready to greet them. This avoids congestion in the halls and confusion for the children. No one should enter the building until staff begins to unload the children. If you would like to walk your child inside, please wait until the staff have begun greeting the children.
- ♦ It is important that your child arrive on time each day. This will help your child adjust more quickly to the routine and develop a positive habit which will carry into the formal school years.
- ♦ If you should arrive late, walk your child to his/her classroom. PLEASE DO NOT ALLOW YOUR CHILD TO COME IN ALONE.
- ♦ It is important for parents to arrive on-time for pick-up. In younger children, late arrival of a parent can cause insecurities which may result in anxiety.

# PARENT TEACHER COMMUNICATION



Green Pines Preschool understands the importance of communication between our preschool and our parents. Throughout the year, we will communicate with you by way of flyers, handouts, reminders, emails, personal notes, and Facebook posts. There are many fun and exciting events happening during the year and we want you to be well informed.

## **Our methods of communication are as follows:**

- Informal conversations and notes
- Daily folders provided by the teachers
- Facebook and Social Media
- Classroom news from the teacher
- Email and Phone Call
- Newsletters and Flyers
- Parent and Teacher Conferences

Parent-Teacher conferences are held twice a year. At the beginning of the year, in September, the teachers will complete an initial assessment of your child and conference times will be made available to you. In early April, teachers will once again evaluate your child and offer to conference with you in May.



## Parent-Teacher Conferences

If at any time, you have a concern regarding your child, his/her development, or any other classroom issue, please feel free to contact your child's teacher. We are always available to discuss and address any concerns that you may have. Our staff is here to serve you and your family in any way possible.

## GENERAL GUIDELINES

- ♦ Early bedtimes are beneficial in order to ensure that children are well rested making for a happy preschool experience.
- ♦ Children need fuel. Please see that your child eats breakfast.
- ♦ Please put names on all personal items.
- ♦ Please select safe shoes which can be firmly tied or fastened. Please, no slick bottom shoes or flip flops! We suggest tennis shoes or any shoe that encases the foot.
- ♦ Be sure your current phone number and address are on file at all times for emergencies. *To protect your child, we ask that you let us know **in writing** when your child will be leaving with anyone other than his/her parents.*
- ♦ Keep children home when experiencing illness (please refer to our Sickness Policy). We will contact parents if a child becomes sick while at Preschool.
- ♦ Please inform us if your child is showing signs of unhappiness at any time. There will be days when he/she does not want to come, but it is best to keep the child on a routine.
- ♦ Our Preschool has open enrollment. This means all children are welcome regardless of gender, race, color, creed, or religious affiliation.

## SICKNESS POLICY

Any child who has had one of the following symptoms **should not** attend school until the child has been free of said symptoms for a full 24 hours.

- ◆ Fever
- ◆ Sore throat
- ◆ Pink eye
- ◆ Head lice
- ◆ Vomiting or diarrhea
- ◆ Runny nose with any colored discharge



Should a child become sick during the day, the parents will be notified immediately and must make arrangements to pick up the child. If the parent cannot be contacted within a reasonable amount of time, we will call the emergency contacts to pick up the child.

Any child who has had any symptoms of the following childhood diseases within the previous seven days **should not** attend school.

- ◆ Scarlet fever
- ◆ Measles
- ◆ Mumps
- ◆ Chicken pox
- ◆ Whooping cough

*If there are any questions/concerns, please contact the Director or your child's teacher.*

## **DISCIPLINE POLICY**

The staff at Green Pines Baptist Preschool strive to help all children grow in a positive direction. We believe that children learn best in a positive, structured, and loving environment. A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent.

Our goal is to help the children develop self-control and responsibility for their actions. Love must be at the heart of discipline. One aspect of love is correction and discipline, an important part of the firmness of love. “Firmness without love becomes harsh, whereas love without firmness is a sentimentality.” (Proverbs 3:11-12).

Our discipline procedures will consist of the following strategies:

- Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
- Redirecting behavior when this seems potentially effective.
- Counseling children individually about their behaviors.
- Making parents aware of disciplinary concerns (Incident Report).
- Separating a child from the group (Time-Out) – one minute away for each year of age.

# DISCIPLINE POLICY

The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Positive reinforcement with praise are effective ways of managing behavior in children. When children have positive, non-violent, and thoughtful interactions with adults and others, they will develop a good self-concept, the ability to problem solve and learn self-discipline. Based on this idea of how children learn and develop value, Green Pines Baptist Preschool will provide the following discipline management program.

## **We:**

- ◆ DO praise, reward, and encourage the children.
- ◆ DO reason with and set limits for the children.
- ◆ DO model appropriate behavior for the children.
- ◆ DO modify the classroom environment to attempt to prevent problems before they happen.
- ◆ DO listen to the children.
- ◆ DO provide alternatives for inappropriate behavior.
- ◆ DO provide the children with natural and logical consequences of their behavior.
- ◆ DO treat the children as people, and respect their needs, desires, and feelings.
- ◆ DO ignore minor misbehaviors.
- ◆ DO explain things to children on their level.
- ◆ DO use short supervised periods of “time-out”.
- ◆ DO stay consistent in our behavior management program.

## **We:**

- ◆ DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- ◆ DO NOT shame or punish the children when bathroom accidents happen.
- ◆ DO NOT deny food or rest as punishment.
- ◆ DO NOT relate discipline to eating, resting, or sleeping.
- ◆ DO NOT leave the children alone, unattended, or without supervision.
- ◆ DO NOT place the children in locked rooms, closet, or boxes as punishment.
- ◆ DO NOT allow discipline of children by children.
- ◆ DO NOT criticize, make fun of or otherwise belittle children’s parents, families or ethnic groups.
- ◆ DO NOT make fun of, yell, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse children.

## REFRESHMENTS

- ◆ Parents provide refreshments for their child's class on an alternating basis. **Please refer to teacher's monthly calendar for this information.**
- ◆ Nutrition is important. We request simple, healthy snacks: granola bars, crackers, cheese, vegetable sticks, fruit, yogurt, pudding, or Jell-O.
- ◆ **As each class differs, we request that no foods containing peanuts or peanut butter brought in. Your child's teacher will inform you should any other allergies exist in the classroom.**
- ◆ Label all snacks and containers.
- ◆ The Preschool will furnish cups, napkins, and water.
- ◆ If your child has allergies, please bring his/her food.

## BIRTHDAYS



We will observe each child's birthday in class. You may choose to send cupcakes or cake squares, decorative cups and napkins, simple snack items, favorite drinks, and favors. Ice cream must be in individual cups with spoons. The teacher will schedule your snack week to coincide with your child's birthday, if possible. We will celebrate half days for those children who have birthdays during the summer months.

## WHAT TO BRING

### BE SURE TO LABEL EVERYTHING!

- ◆ A school bag large and sturdy enough to hold papers and other materials.
- ◆ Accidents happen at preschool. Please provide a change of clothing (please include underclothes and socks) in a zipped bag labeled with your child's name.
- ◆ Learning is sometimes messy! Please dress your preschooler in comfortable clothing that is weather appropriate. Tennis shoes are always a safe choice.
- ◆ Show and Tell items at a time to be announced.

## WHEN IT SNOWS



Should it become necessary to alter our schedule due to inclement weather, Green Pines Baptist Preschool will make every effort to notify parents as soon as possible.

Please tune into WRAL Channel 5 News for updates. We will also post alerts on our Facebook page. If it snows after class begins, please return as soon as possible to pick up your child.

The Director can excuse up to five days missed due to inclement weather and will determine the number of days to

## **LUNCH BUNCH**

Parents may choose to extend their child's morning by electing to participate in Lunch Bunch. Lunch Bunch is intended for those parents who need a little extra time for appointments, to complete errands, or just to rest. The child must bring lunch and \$5.00 CASH. After eating, the children will be supervised during a play time until 1:00 PM. Dates for Lunch Bunch will be on your child's monthly calendar and will be offered every other Wednesday beginning in October.



### **IMPORTANT CONTACT INFORMATION**

**DIRECTOR - Libby Brock**

(919) 266-3363 Preschool

(919) 266-1613 Church Office

(919) 266-6748 Fax

Email: [lbrock@greenpines.org](mailto:lbrock@greenpines.org)

Find us on Facebook @ Green Pines Baptist Weekday Preschool

Jesus said, "Let the little children  
come  
to me..."

**Matthew 19:14**

**Green Pines Baptist Church  
1498 Hodge Road  
Knightdale, NC 27545**