

# GREEN PINES BAPTIST PRESCHOOL PARENT HANDBOOK



**Matthew 19:14**

*Dear Parents,*

*Thank you for selecting Green Pines Baptist Church Preschool for your child's early childhood educational experience. We are thrilled to partner with you during this special season in your family's life! God has entrusted us to do everything possible to help your child learn and grow. We look forward to building a loving and trusting relationship with your entire family.*

*We believe that each child will begin to discover their unique personality and abilities while attending Green Pines Preschool. This handbook is meant to help you transition smoothly into our program and answer some of your questions. One of our program's distinctive elements is ongoing communication with our parents. So, don't hesitate to call with any comments, concerns, or questions. Our goal is to help your family feel loved, supported, and encouraged throughout your child's Green Pines experience.*

*In Christian love & service,*

*Kylie Korth*

*Preschool Director*

## **OUR MISSION STATEMENT**

In Christ we are a family together loving our neighbors near and far advancing the message of our Savior for the glory of our creator.

## **OUR PHILOSOPHY**

Green Pines Preschool's program is based on the belief that all children are a gift from God with unique God-given talents. We believe that young children learn by doing: what is meaningful and important to children is what they know, see and feel. All learning must begin there, building on what children know, helping them to understand connections and relationships.

Our teachers serve as role models to the children, as well as their families. They guide the children to express their thoughts and feelings in a positive, productive manner, including the use of prayer. The teachers also create a nurturing environment which encourages active learning and provides activities which nourishes the children's cognitive, spiritual, physical, intellectual, and social/emotional growth.

Our curriculum and its activities are implemented in a warm, supportive atmosphere where the uniqueness of each child is recognized and valued. This is accomplished by exposing the children to a large variety of hands-on experiences, appropriate to their age and developmental level. The curriculum also includes character lessons based on biblical values in order to help the children make sense out of the world in which they live.

Green Pines Preschool is open to all children regardless of race, color, economic status, or religious background.

## OUR PURPOSE

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.*

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.

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.*

To provide situations in which the child can succeed. To help each child develop a positive self-image.

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 PRESCHOOL**

## **CURRICULUM**

A pre-kindergarten program using a play based and Christ-centered curriculum.

**AGES:** 1 - 4 years (date of birth on or before August 31)

Class times are 9:00 am to 12:30 pm\*

**DAYS:** 1 year olds                      Monday, Wednesday, Friday  
*or* Tuesday and Thursday *or*  
Monday – Friday

2 year olds                                Monday, Wednesday, Friday  
*or* Tuesday and Thursday *or*  
Monday – Friday

3 year olds                                Monday, Wednesday, Friday  
*or* Monday - Thursday *or*  
Monday – Friday

4 year olds/Pre-K    Monday – Friday

\*PreK Class time runs from 9:00 am to 1:00 pm

## **WITHDRAWALS**

A written, two-week notice is required to withdraw your child from Green Pines Baptist Preschool. Payment is due for the notice period whether or not the child attends preschool. Two weeks' tuition will be charged for any withdrawals that occur short of a two-week notice.

## **DISMISSALS**

The school reserves the right to dismiss a child for non-payment or for reasons resulting from a child's physical condition or inability to adjust to group exercises. Delinquent tuition, more than 30 days, will result in automatic dismissal of students.

## **TUITION INFORMATION**

- 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 discounts are \$50 for each additional child each month.
- Payments can be made by cash, check or online through the Brightwheel app.



- Credit card payments are subject to a 2.95% fee
- Checks returned for insufficient funds will be charged a \$25 service fee.
- If tuition is paid in full by the end of the first month of school, you will receive a 7% discount.

## OUR CURRICULUM

*We use a combination of play-based learning and a Christ-centered 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.*

**MUSIC and ART** - using simple tools as an important means of learning that involves the senses and imagination. Focusing on the creative process and joyful experience versus the final product is our goal for this aspect of our curriculum.

**BIBLE STORIES** - the Bible is our guidebook 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.

**MOTOR SKILLS** - 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

- Upon arrival, children should remain with their parents until staff is ready to greet them. Parents will not enter the building for arrival and departure.
- Our doors will open at 9:00 AM. The Brightwheel app is **required** at arrival to check in your child and complete screening questions.
- 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 after 9:15am, please ring the doorbell at the main preschool door and wait for a teacher to greet your child.
- Pick-up for ages 1 - 3 will be at 12:30 pm. All children must be picked up no later than 12:45 pm to avoid a late pick-up charge. Our Pre-K class and aftercare students 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.
- 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.

## CARPOOL SAFETY GUIDELINES

These guidelines are in place for the safety of your children as well as our staff. Please read and begin to follow these guidelines on the first day of school. If you need to get out of the car for any reason, please park so you do not obstruct the carpool lane.

### Morning Drop Off:

- Enter through your child's designated door.
  - PreK and Ones Classes: use the entrance under the awning, blue door.
  - Threes Classes: use the middle door in the courtyard
  - Twos Class: use the white door in the corner of the courtyard.
- Wait for a staff member to open the door and greet the children.
- A staff member will escort the child(ren) to their classroom.

### Afternoon Carpool:

1. Enter through our main church entrance, and proceed around the back of the buildings.
2. Enter the carpool lane at the first loop entrance.  
Pull through until you reach the first available, marked spot.  
One of our assistants will place your child in your car.
3. Please move forward to exit **LEFT** out of the carpool lane. We cannot buckle your child into their carseat. Please park on the side of the building away from the flow of traffic to safely buckle them in.
4. Exit from the preschool side of campus. Have a bright and shiny afternoon!

Friendly reminders for Carpool. Please do not:

- **Exit your vehicle**
- **Use your phone**
- **Speed**

If your child forgets an item in the car, you may park and walk the item to the door where a staff member will take that item to the student.

If you do not have your carpool tag, please park and walk to pick up your child. Each family has two carpool tags. Each additional tag will be \$5.

Any alternative pickup person should be verified through the Brightwheel app and bring a valid driver's license. They need to pick up at the door and are not to use the carpool system.



## **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, emails, Brightwheel App, monthly newsletters and Facebook posts. There are many fun and exciting events happening during the year and we want you to be well informed.

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

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 INFORMATION

- 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 symptoms, without the use of fever-reducing medicine, for a full 2 days.

- Fever of 100.4
- Sore throat
- Pink eye

- Head lice
- Vomiting or diarrhea
- Runny nose with any colored discharge
- Any unexplained skin rash or infection

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
- Hand, Foot, Mouth Disease

*If a child has diarrhea or vomiting and/or a fever of 100.4 or higher during the preschool hours, parents will be called for pick up and the child must not return to preschool for 2 days after the last incident. If your child needs medication to remain symptom free, they still may not return to preschool. If there are any questions/concerns, please contact the Director.*

Families will be notified of any confirmed cases of contagious illnesses that were inside the classroom setting.



## **DISCIPLINE POLICY**

The staff at Green Pines Baptist Preschool strives 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 parents.

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 – one minute away for each year of age.

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.

Some behaviors require a different intervention to correct and prevent the behavior from recurring.

#### Biting/Scratching

- First offense - immediate removal from the classroom, documentation sent through Brightwheel
- Second offense - phone call home and dismissal for the day, parent teacher conference
- Third offense - child will not be able to return for one regularly scheduled day, parent teacher conference

We want every child in our program to feel safe and have a joyful experience. When situations arise, an evaluation needs to take place to help each child involved, at the discretion of the Director and Assistant Director.

## **POTTY TRAINING POLICY**

Potty training can be an exciting and challenging time in both you and your child's life. If you decide to embark on the adventure of potty training during the school year, please notify your child's teacher. We will work with your child during his/her potty training stage. However, if we feel your child is not quite ready for the challenge we will let you know. For the highest success rate, we encourage potty training to take place over a holiday, long weekend or break to make the transition easier. We define successful independent toileting as having the ability to lower his/her underpants (as well as deal with other clothing), completing to potty, wiping themselves, flushing and re-dressing themselves.

### **PRESCHOOL CLASSES**

Children in all Pre-K classes are expected to be able to completely potty independently (as described in the above paragraph). This policy is in place because these classrooms are operated in true preschool classroom settings. The PreK classrooms are not equipped with a diaper changing table/station or diapering supplies. If a child has an accident, communication between teacher and parents will occur. If accidents continue, the director will be involved and we will discuss further action.

### **THREE YEAR OLDS**

The three year old class can still be a transition time for potty training. As most children will have control over the potty process, some may still need assistance. Please communicate with your child's teacher if this applies to your child.

## TODDLERS AND TWOS

If you feel your child is secure in his/her potty training efforts then fabric underpants may be worn. If a child soils his/her clothes two times your child will be returned to a diaper or Pull-Up for the remainder of the day. Potty training one-on-one at home can frequently be much more effective than the 2:10 ratio and the very busy, fun and easily distractible environment for toddlers and twos. If a child has accidents for two consecutive school days, the child will need to return to disposable undergarments while at school until the child is secure with independent toileting.

### Accidents Happen

Any child who has an accident will be escorted to the bathroom by a teacher or assistant. The teacher will assist the child in the removal of the soiled clothing. The soiled clothing will be returned to the child's school bag in a zippered plastic bag. The teacher will check the child for sufficient cleanliness and assist as necessary. The teacher will assist the child in getting dressed as necessary. Children who have accidents will never be humiliated, punished or belittled. We want the potty training process to be a happy and successful phase of your child's life.

Please remember that this policy is in place not only for the teachers at Green Pines, but for all of the students in the program as well. Potty accidents are time consuming for the teachers; they take the teacher away from others within the classroom and can be a sanitary/health hazard issue. If you have questions regarding this policy please ask the director.

## SNACKS IN THE CLASSROOM

- Parents will provide \$30/per child twice a school year (once at the beginning of the school year, and once at the beginning of January.) This will be paid directly to the classroom teacher.
- Teachers will provide classroom snacks for their class on a daily basis. Please refer to each teacher's classroom policy for this information.
- PreK students will not have snack time, however they will eat a parent-provided lunch in their classroom.
- **We request that no foods containing peanuts or peanut butter be brought into the building. Your child's teacher will inform you should any other allergies exist in the classroom.**
- Label all lunchboxes, water bottles, and containers.
- The Preschool has fresh, filtered water on hand at all times.
- If your child has allergies, please inform the teacher in writing.

## 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. We can celebrate half birthdays 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.
- Another way that we are trying to reduce the spread of germs is by limiting what comes into our school building. Please refrain from sending in lovies, blankets, stuffed animals, or toys unless directed by a teacher for show and tell.

## **INCLEMENT WEATHER**

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 and Instagram page. If it snows after class begins, please return as soon as possible to pick up your child.

We do NOT always follow the WCPSS for school closures. Please pay attention to our social media pages or WRAL for the most accurate information.

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

## **SECURITY**

Our top priority is to keep your children safe while they are in our care. All exterior doors on campus remained locked throughout the day, and safety measures are in place within the classrooms to ensure the protection of everyone in the building. Each classroom has a security camera which monitors classroom activity. Only the Director has access to the camera feed.

### Drills:

- Fire drills are practiced monthly
- Shelter-In-Place or Lockdown drills are completed quarterly



## **IMPORTANT CONTACT INFORMATION**

**Director - Kylie Korth**

**Assistant Director - Gemma Eldreth**

(919) 266-3363 Preschool

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