

# GREEN PINES BAPTIST WEEKDAY PRESCHOOL PARENT HANDBOOK



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

Proverbs 22:6

*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 might need 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,*

*Jennifer Sexton  
Preschool Director*

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## **BASIC FACTS ABOUT OUR PROGRAM**

### **CURRICULUM**

Pre-kindergarten and Jr-kindergarten program using *High Reach* curriculum and *Wee Learn* curriculum

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

**DAYS:** 1 year olds Mondays, Wednesdays, Fridays  
*or* Tuesday and Thursdays  
2 - 3 year olds Mondays, Wednesdays, Fridays  
*or* Tuesday and Thursdays  
*or* Monday – Friday  
Pre-K Mondays, Wednesdays, Fridays  
*or* Tuesday and Thursdays  
*or* Monday – Friday  
(Class times are 9:00 am to 12:00 pm)

Jr-K 4 year olds\* Monday – Friday  
9:00 am to 1:00 pm

\*(must be 5 years old prior to August 31)

### **WITHDRAWALS:**

Two weeks notice or two weeks payment are required if a child is withdrawn from school.

### **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 student.

# BASIC FACTS ABOUT OUR PROGRAM

## COSTS



### Registration

2-day program: \$145

3-day program: \$165

5-day program: \$220

Pre-K program: \$245

Jr-K program: \$245

- Non-refundable fee for school accident insurance and supplies
- Multiple sibling registration discount is \$25 per child

### Tuition

2-day program: \$145

3-day program: \$165

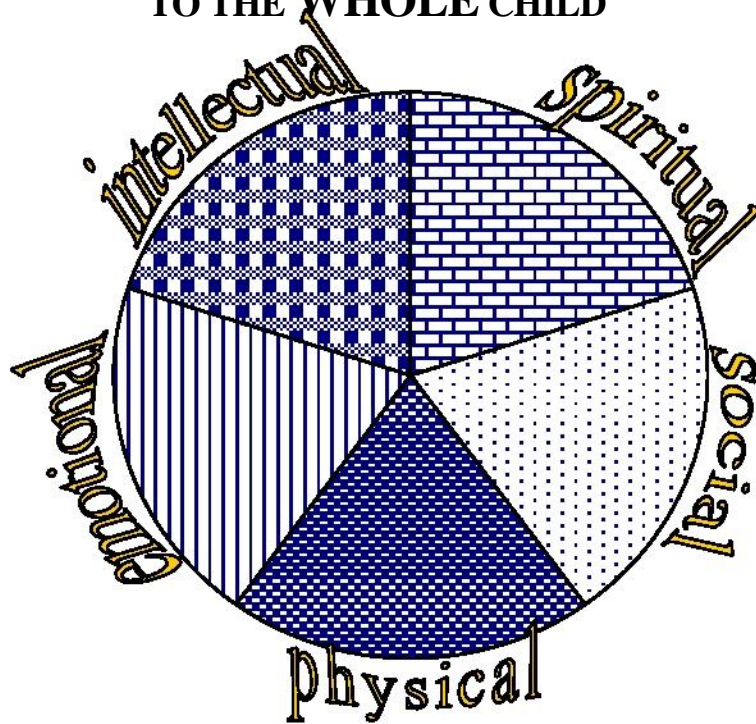
5-day program: \$220

Pre-K program: \$245

Jr-K program: \$245

- Tuition is due on the 1st day of each month. There will be a \$25 late fee if not paid by the 5th of the month.
- These 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 payments are made through money order, check or cash
- There is a \$30 charge for insufficient funds

**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
- Learning to enjoy poems, music, stories, and language sounds
- Ability to organize facts as they relate to play

**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
- Responding to teachers and other adults in a friendly manner
- Beginning to play alongside friends

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

- Knowing that God and Jesus loves him/her
- Knowing awareness of God's creation through the use of items from nature
- 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

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

Luke 2:52

## 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 OBJECTIVES

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 CURRICULUM

*Using High Reach 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.*

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

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



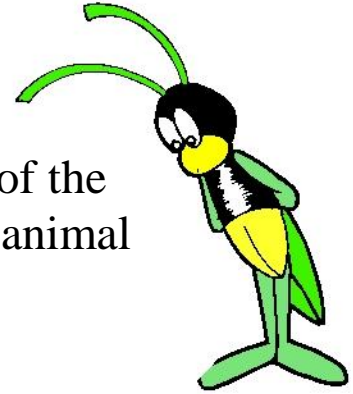
**HEALTH AND NUTRITION** concepts will be explored relating to good foods, personal hygiene, and safety.

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

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

**PHYSICAL ACTIVITIES** 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.

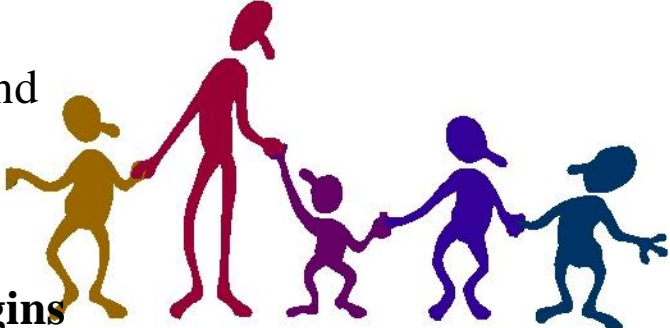
**SCIENCE** activities will involve exploration of the five senses, nature study, weather, plant and animal observations, etc.

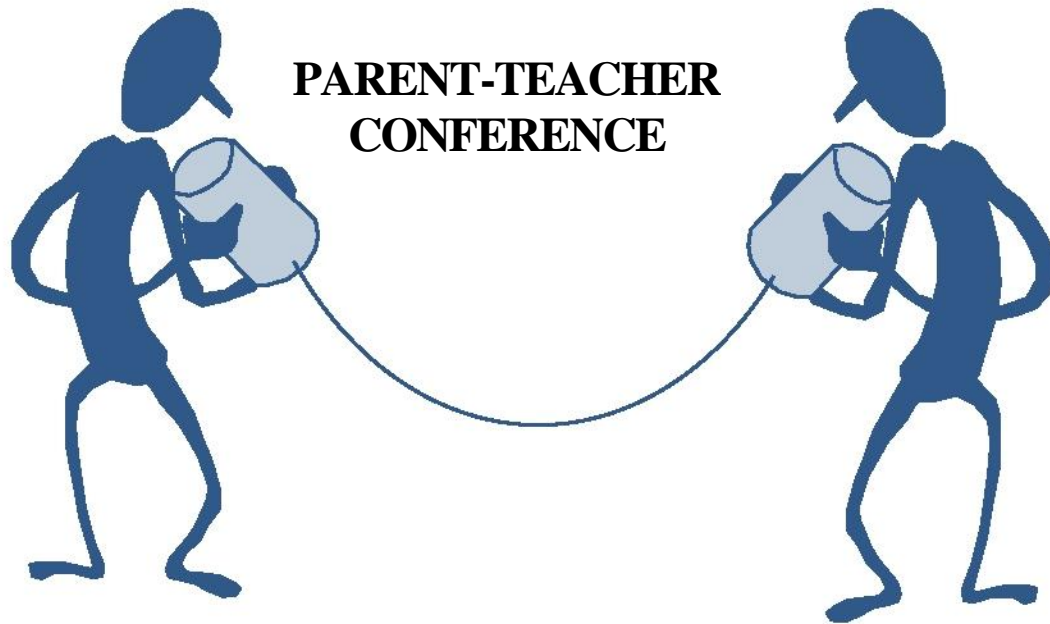


**SOCIAL STUDIES** will involve where we live, time and seasons, calendar, transportation, occupation classifications, and a look at other places and people. Special activities are planned as the year progresses and the children adjust to group instructions.

**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. All children must be picked up no later than 12:15 to avoid a late pick-up charge. \$10.00 will be charged for each 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 to do until the staff has begun greeting the children.An illustration showing a family of five walking hand-in-hand. From left to right: a yellow child, a red adult, a purple child, a blue child, and a green child. They are all holding hands and walking towards the right.
- 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 formal school years.
- If you should arrive late, walk your child to his/her classroom. **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.



- If a problem should occur, feel free to call your child's teacher or the Director. Usually a brief phone call or after-school visit will be sufficient.
- Parent-Teacher conferences for three and four year-old classes will be held in January. However, please feel free to schedule a conference with your child's teacher at any time.
- Parenting classes, books, videos, and prayerful support for families is available upon request.

## GENERAL GUIDELINES

- Early bedtimes are a must in order to ensure rested children and happy preschool experiences.
- 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! We suggest tennis shoes.
- 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 he 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 within the previous 24 hours **should not** attend school that day.

- Fever
- Sore throat
- Pink eye
- Head lice
- Vomiting or diarrhea
- Runny nose with any colored discharge
- Any unexplained rash or skin infection



Any child who has/had any symptoms of the following childhood diseases within the previous 7 days **should not** attend school.

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

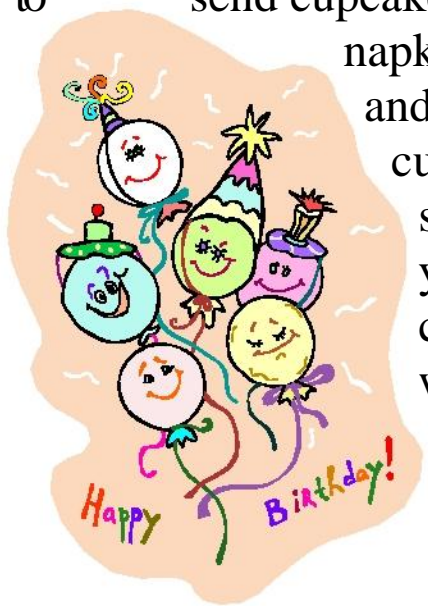
*If there are any questions/concerns, please contact the Director or your child's teacher.*

## REFRESHMENTS

- Parents provide refreshments for their child's class on an alternating basis. **Please refer to your monthly calendar for this information.**
- Nutrition is important. We request simple, healthy snacks: sandwich triangles, crackers, cookies, cheese, vegetable sticks, fruit, or Jell-O.
- **DO NOT send peanuts or candies.**
- 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 Preschool will schedule your snack week to coincide with your child's birthday, if possible. We will 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.
- Clothes appropriate for the weather and school involvement. Tennis shoes are always appropriate and safer.
- Show & Tell items at a time to be announced.

## WHEN IT SNOWS

Tune in early to WRAL-TV.

**We will close when Wake County Public School System (WCPSS) closes. When WCPSS delays, we will open at regular time.**



If it snows after class begins, please return as soon as possible for your child.

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



## 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. 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 - Jennifer Sexton**

(919) 266-3363 Preschool

(919) 756-1156 Cell

(919) 266-1613 Church Office

(919) 266-6748 Fax

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

**Your Child's Teacher:**

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**Phone number:**

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

**Matthew 19:14**

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