

# Smithfield Baptist Preschool

## 2023-2024 School Policies

### Public Disclosure Statement

In compliance with the Code of Virginia, Section 63.2-1716, this school is religiously exempt from licensure and is classified as a “religiously exempt child day center”.

***\*\*These policies are posted on the school website and are available upon request in the preschool office.***

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### Entrance Requirements

Smithfield Baptist Preschool admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### Age Eligibility

Our preschool serves children ranging in age from 2 ½ through 5 years. Kindergarteners must be 5 by September 30.

- Children entering the 2 ½ year old class must be 30 months old and be potty-trained. (Children are accepted throughout the school year as space permits; however, those criteria must be met).
- Those entering the Pre-k 3 or 4 Yr. old classes must be the appropriate age by September 30.
- The Pre-k 5 yr. old class is for those turning five prior to Dec. 31. (Depending on enrollment, the Pre-K 4 and 5 five-day classes may be combined).
- Kindergarteners must turn 5 prior to September 30. A Readiness Assessment is administered in the early Spring.

### Tuition and Fees

Registration and Supply fees are due at the time of Registration to secure a space and are non-refundable. The Supply fee helps to defray the cost of school supplies.

THE CURRENT YEAR'S TUITION RATES ARE POSTED UNDER OUR REGISTRATION TAB AND COPIES ARE AVAILABLE IN THE BOTH THE SCHOOL AND CHURCH OFFICE.

Annual Tuition is not based on a weekly or daily basis. (There is no reduction in monthly tuition for shorter months or increases in tuition for longer months.)

## **Payment Methods**

Personal checks, cash, and online\* payments are accepted. All checks must be made payable to Smithfield Baptist Preschool and are due the first of each month. Payments are also accepted using your financial institution's online banking service. Payments using that method are mailed from the bank. Please include your child's name as the account with proper school name and address. Monthly Payments must be made by the 15th to avoid a \$10 late fee. A payment plan can be arranged at the discretion of the director in case of a family hardship or emergency.

*\*Parents now have the option to make tuition payments online through Brightwheel.*

## **Withdrawal**

It is expected that a child will be enrolled for the entire school term and that the parents have accepted this financial obligation. In exceptional cases, when a child must be withdrawn, written correspondence must be given to the director. We ask for 30 days' notice prior to withdrawal so that we may offer a space to those on our Wait List. Payment for that month is expected.

## **Preschool and Kindergarten Hours**

Arrival and Dismissal times and procedures are communicated to parents prior to the school year and are adjusted to meet current health and safety guidelines. Any changes are communicated to parents directly. The Lumar Road entrance parking lot to the church is used for the school.

An Authorization for Pick Up Form needs to be completed for each child. Persons can be added or deleted by the parent/guardian at any time. Written permission is required for your child to be released to an adult not listed on the authorization form. In the event of a family emergency, a phone call to the director is accepted if other arrangements need to be made.

## **Health and Safety**

Parent cooperation is essential in helping prevent the spread of communicable diseases. For the child's own protection as well as others, parents are expected to keep their child at home when he/she complains or has such symptoms as sore throat, earache, runny nose, cough, nausea, and/or fever. If your child has a fever, he/she must be fever free without medication for 24hrs before returning to school. If a child becomes ill at school, we will call you to pick him up. Please notify the school immediately if your child contracts any contagious disease such as chicken pox, strep throat, the flu, etc. (If in doubt in the morning, it is usually best to keep them at home). We will be happy to inform the teacher of your child's absence.

Our staff will make every effort to help children observe good health practices such as handwashing, wearing appropriate outdoor attire, using tissue for cleaning noses, and proper disposal of tissues. We will also help them develop good toileting habits and handwashing following toileting. Your child will be taught how to play safely on the playground equipment and to display safe behavior within the building. Your support in reinforcing these expected behaviors is most appreciated.

## **Medications**

Medications will only be administered by staff who have received the EMAT Training through the VDSS. Typically, medication should be given prior to the school day. All necessary school forms must be completed by the parent and physician.

## **Inclement Weather**

In the event of snow, ice, or any weather that may cause the public schools to either close or to open late, the preschool will be closed. Typically, missed school days are not made up. We use the REMIND text alert system for parents. That sign up information is shared at Parent Orientation and is available at the office.

## **Transportation**

The preschool does not provide transportation. The school is not responsible for the safety of children in carpools. It is expected that parents abide by all Child Passenger Safety Laws when transporting preschool children. Parents or an approved adult must accompany their child and provide transportation for any field trips. Permission forms must be completed.

## **Messages**

The teacher cannot accept verbal messages from the children. Please write a note, email, or telephone the director.

## **Visitation and Conferences**

We welcome the opportunity to conference with parents regarding any concerns. We will also call you to set an appointment if a consultation is necessary. A formal Parent/Teacher Conference Night is held mid-way through our year to assess your child's progress.

Please remember that a crisis or change at home affects a child's behavior at school. Please let the teacher know of joyful happenings, upsetting experiences, or any important changes at home. This will provide valuable insight to us in understanding any behavior changes. All communication will remain confidential. Please inform the teacher when your child has been told about an impending birth, serious illness, adoption, or a recent death, so we may know how to relate to your child concerning these occurrences.

## **Discipline**

"Discipline" is teaching, modifying behavior, and reinforcing positive social skills. Our staff will model behavior that is caring and respectful. Please remember that discipline is not something you do to the children; it is something you do for them. We will try whenever possible to change behavior with positive reinforcement. Children love and need praise. There will be times when privileges may be restricted, and if necessary, strategies such as, "calm down" time, and "think and make better choices" will be used. Young children usually respond well to these methods. If the disruptive behavior continues, or becomes uncontrollable, we will contact you. If a behavior is detrimental to our

learning environment and presents a safety concern for that child or any student, dismissal may be necessary. We are not equipped to meet the needs of a child that may require special attention or instruction.

## **Snacks, Birthdays, and Special Occasions**

Time for a mid-morning snack is scheduled in your child's day. A healthy daily snack should be packed along with bottled water. Birthdays are so important; we would be happy to celebrate them as a class. Please notify your teacher in advance and a special snack may be arranged. Please do not send in gifts. If your child has a summer birthday, you may want to arrange a special celebration near the end of the school year. Parents will be contacted by the teachers to assist in any school wide celebrations throughout the year.

## **Food Allergies/Sensitivities and Any Medical concerns**

It is the responsibility of the parent to notify us of any allergies or health related concerns. A medical plan of action and medication authorization must be completed. A meeting with the director and teacher will take place to review any necessary course of action. Heightened hand washing will be implemented along with the appropriate substitution of any learning materials. These will be supplied by the parents.

## **Clothing and Possessions**

Children should wear comfortable clothing. We go outside whenever possible, so please dress your child accordingly. Select shoes, which give support and allow freedom of movement for climbing, skipping, dancing, and running. A seasonal change of clothes for each child is expected. These belongings need to be in a marked zip-lock bag that will be stored in the classroom.

Please do not allow your child to bring toys or personal belongings to school. Young children are learning to share and be respectful of others' belongings. Our teachers include show-and-tell in the learning activities giving your child ample opportunities to bring in a special item to share when scheduled.

- Please label all personal belongings. Young children may not always recognize their own belongings, especially if another child has a similar article.
- Please do not assume that the teacher will be able to determine ownership.
- Pets, interesting items of nature, and many other items may be appropriate at times. Always check with the teacher first.

## **Physical Facilities**

Smithfield Baptist Preschool is located at 100 Wainwright Drive in the Red Point Heights subdivision of Smithfield. Our preschool utilizes nine classrooms, in addition to the Family Life Center and sanctuary. The Family Life Center is used for special events and indoor play in inclement weather. When the weather permits, we play outside. Our playground is fenced and the recreation equipment is professionally installed meeting standards of manufacturer with required layer of safety surfacing.

## **Enrollment Capacity**

Smithfield Baptist Preschool was issued a conditional use permit for the enrollment of 100 children in April 1992. The certificate of occupancy provided by the County of Isle of Wight was amended to an approved occupant load of 120 (students and teachers) in August 1996.

## **Staff**

### Health Requirements

Our staff must be certified annually by a practicing physician to be free from any disability, which would prevent them from caring for young children. Documentation is on file in the office.

### Professional Development

We are dedicated to providing the best developmentally appropriate practices in Early Childhood Education. Many of our teachers hold degrees in Early Childhood or Elementary Education. All are required to attend workshops and seminars regularly in Early Childhood Education. Staff qualifications are available upon request. The qualifications for current staff are shared at our Parent Orientation.

### General Qualifications

Our teachers are Christians who have experience in teaching. It is desirable for teachers to have a bachelor's degree in a related field. In lieu of a bachelor's degree, a minimum qualification of a high school diploma and vocational training, with at least two years' experience as a teacher's aide or other related experience is required. Kindergarten teachers should have at least 2 years of teaching experience in a pre-k or elem. education setting. A bachelor's degree in education and state teaching licensure is preferred.

## **Insurance**

Smithfield Baptist Preschool is covered by public liability insurance company. Smithfield Baptist Preschool annually files for Religiously Exempt Licensure under the VA Dept. Of Social Services. This licensing requires following procedures:

- Handwashing by staff and children before eating and after toileting
- Appropriate supervision of all children in care, including daily intake and dismissal procedures to ensure safety.
- A daily simple health screening and exclusion of sick children by a person trained to perform such screening.
- Ensuring that a person trained and certified in child CPR is present at the center whenever children are present.
- Ensuring that all staff are able to recognize the signs of child abuse and neglect, and are knowledgeable of their responsibility to report suspected cases of child abuse and neglect.
- Ensuring that all staff and administration personnel involved in the operation of the preschool are required to undergo a criminal record check and sex offender and crimes against minor's registry search.