

Manassas Baptist Preschool Program 2020-20201

I. THE MBP MISSION

Faith-based: Manassas Baptist Preschool (MBP) is an Extension Ministry of Manassas Baptist Church. Twice a month our preschool worships at our chapel where they meet different members of our ministry team who share songs and Bible stories. This is purposely scheduled at the end of the day (alternating Wednesdays and Thursdays) so family or visitors can join and see how we prepare children for worship. This also allows parents to meet our pastoral staff. From time to time, church members involved in international mission trips, or who serve as missionaries also share with our children.

*Train up a child in the way he should go: and when he is old,
he will not depart from it. Proverbs 22:6*

International: We not only believe God loves people from all countries and ethnic backgrounds but on any given Sunday we will have between 25 to 45 ethnic and national groups worshipping together as the body of Christ. Once per month preschoolers will meet a church member who was born in another country or share some aspect of another country's cultural heritage. These guest speakers will alternate on Wednesdays and Thursdays and share things like flags, musical instruments, photos, and more. They will talk with the children about the Christian church in their country. They will also teach either a song or a game from their country. As a follow-up to these enrichment experiences teachers will help expand on the country's location on the map, its weather, language and other exciting details. Depending upon the age, this information may be charted on a poster for the class and community to see. Chapel and guest speakers will alternate so all M-W-F and T-TH children can participate. In addition, all students will have Spanish lessons and/or listen to children's books read in Spanish at least once a week.

*There is neither Jew nor Gentile, neither slave nor free, nor
is there male and female, for you are all one in Christ Jesus.
Galatians 3:24*

Health Focused: We help our preschoolers prepare for kindergarten with routines, age-appropriate curriculum, practice of healthy behaviors, and purposeful play, (structured and unstructured). "Purposeful play" is effective in developing social skills and critical thinking. Studies have shown that purposeful play for 2-5 year old's leads to school readiness. Preschoolers will learn, through affirmation and direction increased self-control and the-importance of healthy habits. *Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? I Corinthians 6: 19*

Love for Learning: MBP complies with the requirements of the Department of Social Services, Health Department, and City of Manassas Fire Marshall. Required paperwork is up to date and on file, and various inspections are done annually. Manassas Baptist preschoolers have successfully transitioned to schools all over our area since 1972. MBP classes have a small teacher to pupil ratio so each child receives personalized attention. We also provide additional resources to families and continuous training for our teachers so they are updated on state requirements and early childhood

research. MBP has an excellent reputation for making children's first experience in school as positive as possible.

*For we are God's handiwork, created in Christ Jesus to do good works, which
God prepared in advance for us to do.*

Ephesians 2:10

II. MBC Distinctives

Licensure and Staff Requirements

Manassas Baptist Preschool and child day center operates under religious exemption (exempt from licensure) letter in lieu of being a licensed child day center through the Virginia Department of Social Services (VDSS) pursuant to Section 63.2-1716 of the Code of Virginia. Our VDSS licensing letter is posted in the hallway outside of the preschool office. Annually, the preschool submits documentation to certify that we maintain current staff to child ratios, health inspection, fire inspection and Virginia code of compliance. Below is a listing of staff requirements:

- Staff members are required to have a current Pediatric CPR and First-Aid certificate.
- An annual health exam form stating that each staff member is free from any disability which would prevent him/her from caring for children must also be on file with the Director. A qualified physician or certified nurse practitioner must sign the form.
- Each staff member must provide proof of a negative PPD skin test for tuberculosis. If an employee is unable to provide skin testing results, then she/he must provide a chest x-ray report as proof of a negative tuberculosis status.
- Each staff member has attended Daily Health Observation Training.
- A background investigation that includes a fingerprint based national criminal history search, a search of the child abuse and neglect registry, and a sworn statement/affirmation are conducted on each staff member prior to beginning employment and are updated every 5 years. The sworn statements/affirmations are maintained on file by the Preschool Director.

Curriculum

- ***The Wee Learn Curriculum***, published by Lifeway Christian Resources, is developed around themes about God's world and how we live in it. Activities, which embrace physical, mental, social, emotional and spiritual development, are included under each theme topic. The themes are designed to help lay a foundation for understanding God, Jesus, the Bible, Church, self, others and the natural world. Teachers will use this guide to plan individual, small group and large group activities. We also incorporate gross motor and sensory motor activities.
- ***Orange Curriculum***: This curriculum teaches preschoolers three simple, but powerful truths: **God Made Me, God Loves Me, Jesus Wants to Be My Friend Forever**. This curriculum reinforces lessons taught during small groups on Sundays and Wednesdays at the church. The preschool uses this curriculum throughout each week to learn and reinforce Bible lessons.
- ***Calico Spanish Curriculum***, the preschool is using this curriculum weekly in the classrooms reinforcing monthly units of study by using basic Spanish vocabulary words, lessons and stories.
- ***STEM Curriculum (Science, Technology, Engineering and Math)***, The STEM curriculum will be incorporated into our everyday experiences to engage the children's creativity and curiosity, while allowing them to explore using of all their senses.

- MBP teachers have college degrees and/or equivalent teaching experience in public, private or church schools, on the early childhood and primary levels. All classroom aides have experience in working with preschool children in public or faith-based schools. All teachers and aides have passed a national background check prior to the start of their employment.
- Our goal is to develop each individual child's potential (mentally, emotionally, socially, physically and spiritually) through instruction and participation in language arts, STEM, social studies, music, art and physical education. Our program includes school readiness based on Virginia's Foundation Blocks for Early Learning. Children develop at their own pace and our staff is aware of the Virginia Milestones of Child Development. We encourage families to partner with us in promoting developmentally appropriate experiences for their children.
- Christian concepts are incorporated into our learning activities, including stories from the Old and New Testaments.
- Our 2 ½ year children's program meets three mornings a week: Monday, Wednesday and Friday. The program provides positive social-emotional and learning experiences for the child. The curriculum emphasizes play with developmentally appropriate toys and activities. It also includes an introduction to letters, numbers, colors, shapes and the world around us. Calendars with units of study, special events and important dates will be sent home monthly.
- Our 3-year-old children's program meets 2 days a week (Tuesday/Thursday), 3 days a week (Monday, Wednesday and Friday) or 5 days a week. The goal of the program is to continue to develop visual and auditory discrimination as a foundation for more structured learning situations. We encourage self-expression in music, art and speech development. Learning to respect the rights of others, sharing and accepting the responsibility of one's own behavior are goals of our program. In addition, each child is introduced to the phonetic sounds of letters and encouraged to visually recognize them. Calendars with units of study, special events and important dates will be sent home monthly.
- Our Jr. Kindergarten or 4-year-old children's program meets both 3 days a week (Monday, Wednesday and Friday) and 5 days a week and continues stressing social, academic and physical development in preparation for kindergarten. Shapes, numbers, letter and phonics are taught in a fun and exciting way. The class structure allows for the development of the whole child. Expressive writing and drawing on lined and unlined paper is encouraged as a way of helping children develop proper writing techniques. Calendars with units of study, special events and important dates will be sent home monthly.

Observation Period and Disabilities

The staff of MBP will provide a 10-day observation period for each child at the start of the school year. For children joining a class after the start of the school year the 10-day observation period will begin on their first day. This observation period allows teachers/aides an opportunity to evaluate each child. Should a parent know or MBP identify a child with a disability, goals will be set to accommodate and integrate the child. If it is determined a child needs a shadow, then the MBP Director will discuss this with the parent and the parent will provide a shadow within 10 school days at parent's expense. A shadow is an adult who works individually with a child to shadow and redirect the child during all school activities. To accommodate all children in the classroom, we must limit the number of children with disabilities in each class.

2 ½ year old class:	1 student with disability
3-year old class:	1 student with disability

Jr. Kindergarten class: 2 students with disability

The preschool also works closely with Child Find in the City of Manassas, Manassas Park and Prince William County. Child Find is “*designed to identify, locate and evaluate those children residing in the jurisdiction who are birth to age 21, inclusive, and are in need of special education services.*” Each year Child Find teachers come to the school to work with individual children in areas such as speech and special education. Early intervention is key in helping a child and this service is not only effective, but free! Should Manassas Baptist Preschool be unable to meet a child’s needs, we regret that your child may be asked to withdraw from our school.

Student Progress Reports

Student evaluations will be performed at the end of the first semester and individual conferences will be scheduled for late January/early February during teacher workdays. If during the school year, you feel the need for a conference with your child’s teacher, PLEASE feel free to make an appointment. Your partnership is WELCOMED. If parents wish to speak to the Director regarding any Preschool issue, appointments may be made through the Preschool office.

Specialties of the School

- 2 ½ year old class size is limited to 10-12 students
- 3-year old class and Jr. Kindergarten class size is limited to 16-18 students
- Secured facility with large, well-equipped classrooms
- Well-trained staff and teachers; teacher and aide for each class
- Developmentally appropriate curriculum with center-based approach and sensory integration ● Spanish curriculum taught in all classes
- Once a week chapel for our M-F students and once every other week for our M/W/F and Tu/Th students. Parents and Grandparents are welcome to join the students during chapel.
- Large and secured playground
- Large indoor play facilities for inclement weather
- Christmas and Spring Programs
- Jr. Kindergarten graduation
- Mid-morning snack provided
- Notification of any incidents that may occur such as bumps, scratches and bruises. Should your child require medical attention, you will be notified immediately.

Security

To assist in keeping your child safe, all doors are locked, and a security system is in place entering both the church building and the preschool area. The doors will be unlocked and open during drop off and pick up times. Should you arrive when the doors are locked, please ring the outside buzzer to gain entrance into the church and the buzzer near the preschool door for entry into the preschool area.

III. MBP Parental Information

Dates and Hours of Operation

Manassas Baptist Preschool is in session from September through May. Our school hours are 9:15am to 12:15pm. Our carpool option is available between 9:00am – 9:15am and 12:15pm – 12:30pm. If you arrive after 9:15am or 12:30pm, please park your car in the parking lot (**not in the fire lane**) and come into the building. **No child should enter the building without an escort.** We offer extended day options to include before care, after care, or before and after care. Before care is available from 7:00 to 9:15am, while after care is available from 12:15-6:00pm or you can choose the option of before and after care which is from 7:00am-6:00pm. All children should be picked up by 6:00pm. In the event your child is picked up after 6:00pm, a late fee of \$15 will be assessed. If you arrive after 6:15pm, a late fee of \$25 will be charged for the day. If this occurs, you will receive an email the next business day and the fee will be assessed on your account. If this occurs more than three times in one month, you will be charged the after-care fee for the month.

Contact Information

Our staff can be contacted through the Brightwheel app, email (stephanie.roland@manassasbaptist.org) or by phone at 703-361-2146 ext 290 or 571-622-1120.

Clothing

Accidents do happen in preschool! Your child may wet themselves or spill something requiring a change of clothes. Therefore, your child will need to have a complete change of clothing per season (shirt, pants, skirt, or shorts, underwear, socks) brought to school in a labeled Ziploc bag to be kept in the classroom.

Communicable Diseases

Please contact the Preschool office to report any communicable diseases your child had contracted so the Preschool can take extra precautions to ensure the disease is not spread. Notification to other parents will be done so with strict confidence.

Medications

The Preschool may not administer any medications (over the counter or prescription) without proper paperwork from either the parent (over the counter) or from your child's doctor (prescription). A Medical Authorization Form must be completed and signed for any medications that may be administered at the Preschool. This includes, but is not limited to Epi-Pens.

Our Partnership with Families

We welcome family involvement. If you have any special talents you would like to share with the school, please let us know. We often depend on parent volunteers for helping throughout the year. Please watch for announcements concerning these needs. However, should you be interested in volunteering on a regular basis, you will need to submit to a background check for the security of all children, workers and families. The Church Administration Office will email you a link to do a confidential on-line background check.

School Bags

Each child entering MBP for the first time will be issued a Manassas Baptist Preschool bag to be used each day while they attend school. If a returning student should need a new bag, replacement bags are available for a small fee. Please check your child's book bag every day for classwork that was completed that day and any important notes from his/her teacher. Please DO NOT send toys unless specifically requested by the teacher.

Supplies

We ask each family to bring a box of Kleenex, package of wipes (either baby wipes or Clorox wipes) and a bottle of hand sanitizer in both September and January to be used in your child's classroom. Preschool Wish Lists are posted on the Preschool website periodically when there is a need. Please visit the Preschool website to see if a Preschool Wish List is up listing current needs should you wish to donate supplies to the school.

Special Events

Birthdays are special for everybody, and we love to celebrate. On your child's special day, you may celebrate with anything you choose (cupcakes, birthday cookie, ice cream, etc.). Due to allergies and health concerns, we ask that treats are purchased rather than made at home to ensure the safety of the treats to the children. Please discuss with the teacher:

- What food would work for that specific class given consideration of food restrictions in the classroom
- What time would be convenient to celebrate in the classroom

IV. MBP Policies

Enrollment Policy

- Children entering the 2 ½ year old program must be 2 on or before March 31 of the current year. They do not need to be toilet trained
- Children entering the 3-year old program must be 3 on or before September 30 of the current year and must be toilet trained
- Children entering our Jr. Kindergarten program must be 4 on or before September 30 of the current year and must be toilet trained
- Receipt of completed registration form accompanied by payment of the registration fee
- The Emergency Care portion of your child's profile on Brightwheel must be completed no later than the 2nd Monday in September.

Disciplinary Policy

An 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. A caring and positive approach will be taken regarding behavior management and discipline. MBP teachers will focus on, always encourage and reinforce positive behaviors. Our goal is to help each child develop self-control and responsibility for their actions.

*He who heeds discipline shows the way to life, but
whoever ignores correction leads others astray.*

Proverbs 10:17

Appropriate classroom behavior will be presented through the following: ●

Positively worded directions

- Assistance with verbal expressions of feelings and frustrations
- Activities that promote positive behavior
- Fair and consistent limits, as well as, reasons for these limits
- Redirection of unacceptable behavior
- Time-out will be age appropriate (Two-year old's would have a time out of two minutes, three-year old's for three minutes or for one minute per year) and will be used as a means of self-control and not one of punishment or humiliation.
- A child may be brought to the Preschool Office if the above procedures are ineffective and a phone call may be made to the parent(s).

If a child's behavior is consistently inappropriate, disruptive and/or is dangerous to themselves or others, it may be necessary for the child to be sent home for a time to be determined.

Inclement Weather Policy

The Preschool follows the City of Manassas Public Schools system in making closing decisions due to inclement weather. **If the City of Manassas Public Schools are closed, the Preschool will be CLOSED.** If there is a delayed opening, the Preschool will make every effort to open on a one-hour delay. Please check your Brightwheel application, your email, Facebook, the main website www.weRchurch.com, or the Preschool voicemail (**571.222.6677**) for any announcements regarding weather delays.

Sick Policy

Please do not send your child to school if he/she has:

- Fever (of 100 degrees or more), vomiting, or diarrhea in the past 24 hours
- Severe sore throat
- Strep Throat – until taking antibiotic for at least 24 hours
- Bad cold, with a very runny nose or persistent cough, especially if it has kept the child awake at night
- Head lice - until your child has been treated and is free of nits (eggs) and live lice ● Widespread rash
- Conjunctivitis/pinkeye - until treatment has begun and eye is no longer draining

If a child arrives at school with any of the above symptoms, the Preschool will either deny entrance into the Preschool or call the parent to pick up the sick child. This is to prevent the spreading of any illnesses to others.

If your child becomes ill during the school day with any of the above symptoms, he/she will be brought to the office and you will be called to pick up your child from school. You, or your emergency contact, must pick up your child within 30 minutes after receiving the school's phone call. **Before returning to school for any of the above listed illnesses, your child must be symptom free for a full 24 hours or you must submit a note from a doctor clearing them to return sooner.**

Transportation & Carpool Policy

- For security measures, parents are given 2 student pick-up cards. These cards are required whether you are coming into the school to pick your child up or are using our carpool option. If you do not use the carpool option please bring the pick-up card, for identification purposes, to pick the student up from school.
- Parents must complete a carpool authorization form with the names of authorized persons who may pick the child up from school. Should an authorized person not have a pick-up card, an ID will be required and checked with the authorization form before the child will be released.
- Parents must give written permission to the Preschool to allow someone who is not on the authorization form to pick their child up from school. If you cannot send in a permission slip, you need to send an email to the preschool director, prior to dismissal time. This person will be asked for identification for verification before the child will be released. Your child will not be released to unauthorized individuals.
- All preschool children should be picked up no later than 12:30pm. **In the event you arrive after 12:30pm, your child will be in the preschool office and a late fee of \$15.00 will be assessed. If you arrive after 12:45, a late fee of \$25 will be charged for the day.** If this occurs, you will receive an email the next business day and the fee will be assessed on your account. If this occurs more than three times in one month, you will be charged the after-care fee for the month.
- When using the carpool lane, all parents are to remain in the car for safety purposes.
- Your child will be brought to your car and secured in their child safety seat. At no time will the Preschool release a child into a car that does not have a legal car seat for the child. It is the law that all children be properly restrained in the car.
- For the safety of the children and staff, we request that you stay in the carpool line (no passing on the left at any time) until you are past the point where children are being loaded and unloaded.

V. **MBP Financial Information**

Fees

- **Registration/Activity Fees:** Registration \$100. Activity/Supply \$50.00. An activity/supply fee of \$50 is due August 1 and February 1. Fees include administrative costs, child accident policy, teaching aids, supplies and snacks. The registration fee must accompany the registration form and is nonrefundable unless you move from the area before the first day of school.
- **Tuition:**
 - 2 ½ year old: Mon/Wed/Fri = \$230 per month
 - 3 year old: Tue/Thu = \$195 per month
 - 3 year old: Mon/Wed/Fri = \$230 per month
 - Jr. Kindergarten (4 year old) Mon/Wed/Thu = \$230 per month
 - Jr. Kindergarten (4 year old) Mon-Fri = \$310 per month

Tuition payments are due on the 25th day of each month beginning in August and concluding in April. If payments are not received by the 5th of the month, a \$25 late fee will be assessed. If current tuition and late fees are not paid in full prior to the next month's billing, your child will not be able to attend until your account is paid in full. Fees will immediately be billed to your account. Tuition payments

are due even in the event of illness, vacation or inclement weather closings. If you need to discuss your tuition payment contact the Church Administration Office as soon as possible to discuss possible alternative arrangements.

If you choose to pay by credit card via Brightwheel, a charge of 3% will be assessed at the time of payment.

o **Extended Day:**

- 3 Days 7am-6pm = \$145 per week
- 5 Days 7am-6pm = \$170 per week
- 3 Days 7:00-9:15am = \$45 per week
- 5 Days 7:00-9:15am = \$60 per week
- 3 Days 12:15-6pm = \$115 per week
- 5 Days 12:15-6pm = \$145 per week

Extended day rates will be billed monthly using a standard 4.33 weeks per month. Christmas and Spring Break extended care will be pro-rated and charged at 3.33 weeks per month to take into consideration the week break.

Discounts

Discounts cannot be combined but we will select the discount that provides the best savings for your family:

- 10% tuition reduction for children of members of Manassas Baptist Church
- \$10 per month tuition reduction for each additional enrolled child in the same family
- 50% tuition reduction for children of Manassas Baptist Church staff

Payment Process

- Preferred payment is through Brightwheel – an online preschool app. You will receive invoices directly through this app and we request that you make payment through this system by credit card or check. For your convenience, you can set up automatic monthly payments or you can submit your payment monthly when you receive your invoice. Brightwheel sends an immediate receipt for your records and you can check on the status of your payment at any time. Brightwheel also allows you to print out necessary documentation of payments which can be used for Flex Spending.
- If for any reason you are not able to make payments through Brightwheel, tuition checks (money order, cashier’s check) should be made payable to Manassas Baptist Church. Please mail or drop these checks off in the main Church office. Note that checks received by mail will be posted two days after the USPS postmark date. Please mail the payment to be received no later than the 1st of each month to ensure timely receipt to avoid late fees.
- We do not accept cash payments.
- All withdrawals must be submitted to the Church Administration Office in writing 30 days in advance and must include the last attendance date of the child. You are responsible for 30 days of tuition from the date you submit the withdrawal.
- The accident insurance policy covers students during school hours.
- If your bank does not honor your check the Church Administration Office will contact you for payment arrangements and additional fees to reprocess your payment.
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“Don’t limit a child to your own learning, for he was born in another time”- Rabindranath Tagore
“A mind once stretched to a new idea, never returns to its original size.” – Oliver Wendell Holmes