

# Manassas Baptist Preschool Program 2021-2022

## I. THE MANASSAS BAPTIST PRESCHOOL (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 the children meet different members of our ministry team who share songs and Bible stories. 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 in our church services we have between 25 to 45 ethnic and national groups worshipping together as the body of Christ. Once a month, preschoolers will get the opportunity to meet various church members who were born in another country and learn various aspects of that country's cultural heritage. These guest speakers will alternate on Wednesdays and Thursdays and share items such as 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 show the country's location on the map, and discuss its weather, language, and other exciting details. Depending upon the age of the children, 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.

*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, practice of healthy behaviors, and purposeful play (structured and unstructured). Play in the preschool years enables children to explore and make sense of the world around them, as well as to use and develop their imagination and creativity. [Lego Foundation- Learning Through Play](#)

*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 operates under the auspices of a religious institution. 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. MBP Distinctives**

### **Licensure and Staff Requirements**

Manassas Baptist Preschool and child day center currently operates under a 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 and meet all health inspections, fire inspections and the Virginia code of compliance. Licenses, regulations, and approvals will transition over to the Virginia Department of Education (VDOE) effective July 1, 2021, or on our License Renewal Date (November 19, 2021). Below is a listing of staff requirements:

- All 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 MBP 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 is updated every 5 years. The sworn statements/affirmations are maintained on file by the MBP Director. In response to the COVID-19 pandemic, a background check is not required for any individual who has completed a background check under the provisions of § 63.2-1720.1 or § 63.2-1721.1 within the previous two years and who continues to be eligible.
- Staff must follow MBP sick policy (see page 7 and COVID Policies and Procedures) and may not return to work until they have been fever-free and symptom-free for 24 hours.

### **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.

- Our goal is to develop each individual child’s potential (mentally, emotionally, socially, physically, and spiritually) through instruction and participation in language arts, Science Technology Engineering, and Mathematics (STEM), social studies, music, art, and physical education.
- Christian concepts are incorporated into our learning activities, including stories from the Old and New Testaments.
- Our 2 ½-year-old children’s program meets three mornings a week: Monday, Wednesday, and Friday. The program provides positive social-emotional and learning experiences for the child. This program 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, developmentally appropriate practices, and physical development in preparation for kindergarten. Shapes, numbers, letters, 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 are encouraged as a way of helping children develop proper writing techniques.
- Calendars with units of study, special events and important dates are 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.

We ask that parents notify MBP Staff if their child has been diagnosed with a disability so that goals can be set to accommodate and integrate the child. If it is determined a child needs additional support from another professional, 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. MBP will notify parents if a shadow or any other adult is working in your child’s classroom on a regular basis. To accommodate all children in the classroom, we must limit the number of children with disabilities in each class as follows:

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! If for any reason Manassas Baptist Preschool is unable to meet a child’s needs, a meeting will be scheduled to discuss next steps.

### **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, 703-361-2146 ext.290 or by email [stephanie.roland@manassasbaptist.org](mailto:stephanie.roland@manassasbaptist.org)

### **Specialties of the School**

- 2 ½- year-old class size limited to 10-12 students
- 3-year-old class and Jr. Kindergarten class size limited to 16-18 students
- Secured facility with large, well-equipped classrooms
- Well-trained staff and teachers; teacher and aide for each class. We have the best teachers who not only love what they do but love the children as their own and look forward to getting to know children and their families. We have a very low turn-over rate with many of our teachers being here for 10-19 years!
- Developmentally appropriate curriculum with center-based approach.
- Once a week chapel for our M-F students and once every other week for our M/W/F and Tu/Th students.
- Large and secured playground
- Large indoor play facilities for inclement weather
- Christmas and Spring Programs
- Jr. Kindergarten graduation
- Mid-morning snack
- 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 when 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 August 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.** All children should be picked up by 12:30pm. In the event your child is picked up after 12:30pm, a late fee of \$25 will be assessed. If you arrive after 12:45pm, a late fee of \$35 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.

### **Contact Information**

Our staff can be contacted through the Brightwheel app, email, ([stephanie.roland@manassasbaptist.org](mailto: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 contracts so the Preschool can take extra precautions to ensure the disease is not spread. Notification to other parents will be made with strict confidence. Communicable diseases include but are not limited to: Hand, Foot and Mouth Disease, Lice, Influenza, Norovirus, COVID or Pink Eye.

### **Medications**

The Preschool staff 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 Preschool, please let us know. We often depend on parent volunteers for helping throughout the year. Please watch for announcements on Brightwheel, Facebook, our website or via email 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 Preschool Office will email a link to you 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 for 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 August and January to be used in your child's classroom. Please visit the Preschool website, [www.werchurch.com](http://www.werchurch.com) to see the Preschool Wish List of current classroom 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

At this time, due to COVID-19 restrictions, we are unable to let parents into the school to celebrate birthdays. Our staff will be happy to take some pictures for you, so you have memories of this special day in your child's life. Please let us know in advance so we can make arrangements.

## **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.
- Completed registration form and payment of the registration fee must be received.
- The Emergency Care portion of your child's profile on Brightwheel must be completed no later than the 2<sup>nd</sup> Monday in September.
- School Health Entrance Form including immunization records must be completed by both parents and your child's doctor prior to the first day of school.
- Original birth certificate must be brought in and copied for your child's file prior to the first day of school.
- Your child will not be able to attend school until the above are completed and on file.

### **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
- Age appropriate Time-out (Two-year-olds would have a time out of two minutes, three-year-olds for three minutes or for one minute per year). Time-out will be used as a means of self-control, 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 dangerous to themselves or others, MBP will work with parents to develop a customized plan with strategies to help eliminate negative behaviors and help to develop and replace with positive behaviors.

### **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 App, your email, Facebook, the main website [www.weRchurch.com](http://www.weRchurch.com), or the Preschool voicemail (**703-361-2146 ext. 290**) 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 antibiotics 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 without the use of medication or you must submit a note from a doctor clearing them to return sooner.**

**\*\*Please see COVID-19 Policies and Procedures for specific information as it relates to COVID-19\*\***

### **Transportation and 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 inside the 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 carpool 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 \$25.00 will be assessed. If you arrive after 12:45, a late fee of \$35 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.
- 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. State law requires 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:** Yearly Registration Fee of \$100. Activity/Supply \$100.00. (The activity/supply fee of \$50 is due both 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.
- **Tuition:**
  - 2 ½ -year- old: Mon/Wed/Fri = \$240 per month
  - 3-year-old: Tue/Thu = \$205 per month
  - 3-year-old: Mon/Wed/Fri = \$240 per month
  - Jr. Kindergarten (4-year-old) Mon/Wed/Thu = \$240 per month
  - Jr. Kindergarten (4-year-old) Mon-Fri = \$320 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. Tuition payments are due even in the event of illness, vacation, inclement weather closings, or situations beyond our control such as COVID. If you need to discuss your tuition payment, contact the Preschool 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.

### **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 1<sup>st</sup> of each month to ensure timely receipt to avoid late fees.
- We do not accept cash payments.
- All withdrawals must be submitted to the Preschool 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 Preschool Office will contact you for payment arrangements and an additional fee of \$30 to reprocess your payment.

### **Additional Resources:**

- [1000 Books Before Kindergarten](#)
- [Kindergarten Connection 50 Awesome Summer Activities and Crafts](#)
- [Access Video on Demand Just For Kids](#) Will need PWC Library Card Number to Access
- [Event Listing for Kids in Gainesville, Prince William and Surrounding Area](#)

- Prince William County Public Schools Registration Process