



# Manassas Baptist Preschool Program January 2023

## I. THE MBP MISSION

**Faith-based:** Manassas Baptist Preschool (MBP) is a Ministry of Manassas Baptist Church. Regularly, our preschool worships at our chapel where they 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, will 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 believe God loves people from all countries and ethnic backgrounds. On any given Sunday our church services have many diverse groups worshiping together as the body of Christ. Our preschoolers get the opportunity to meet various church members who were born in another country and learn various aspects of that country's heritage. These guest speakers share items such as flags, musical instruments, photos, and more. They talk with the children about the Christian church in their country. They also teach either a song or a game from their country. As a follow-up to these enrichment experiences, teachers help expand on the country's location on the map, its weather, language, and other exciting details. Depending on the age of the children, this information may be charted on a poster for the class and community to see.

*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:** MBP follows CDC guidelines and all health regulations from the Virginia Department of Health. MBP is a nut free campus. A healthy (nut-free) snack is provided daily; monthly menus are posted online. Students are expected to bring their own healthy lunch if staying for extended hours after noon preschool dismissal. Throughout the day, students will be provided multiple opportunities to consume water in lieu of sweet drinks. We help our preschoolers prepare for kindergarten with routines and the practice of healthy behaviors.

*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 best practices that are evidence-based. MBP has an excellent reputation for making children's first school experience a positive one.

*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. About Manassas Baptist Preschool (MBP)**

MBP will reopen in its 50<sup>th</sup> year with classes for ages two to five. We may offer a mixed classroom for the three age groups.

For enrollment and waitlist the following priorities apply: 1) Active members of Manassas Baptist Church. 2) Children of public servants, especially military and 3) Neighbors from our community looking for high quality childcare.

### **Licensure and Staff Requirements**

MBP is licensed through the Virginia Department of Education. Our VDOE license is displayed in the children's drop-off area. MBP is in compliance with current licensure standards (VDSS-Oct 13, 2021).

### **Curriculum**

- ***Early Learning Matters (ELM) Curriculum*** is a comprehensive, research-informed program to support the optimal learning and development of children from birth to five years of age (ELM Curriculum Development Group, Purdue University, Page 1). This program is based on the developmentally appropriate practice position of the National Association for the Education of Young Children (NAEYC). ELM encompasses learning and engagement that are important to children's school readiness. Self-regulation, literacy, mathematics, social-emotional and language development are areas included that reflect the latest research and recommendations of early childhood experts. Manassas Baptist Preschool incorporates Biblically integrated 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 create lesson plans for individual, small group, and large group activities. Lessons and activities incorporate and develop fine and gross motor skills.

- **Additional Curriculum Used – *WEE Learn Curriculum*:** The preschool uses this curriculum to supplement ELM throughout each week and reinforce Biblical connections.
- Our goal is to develop each individual child's potential (mentally, emotionally, socially, physically, and spiritually) through instruction and participation in social studies, group activities, chapel, and science, technology, engineering, art, and mathematics (STEAM).
- Christian concepts are incorporated into our learning activities, including stories from the Old and New Testaments.
- Our program for 2-year-old students provides a first separation and socialization experience for the children. The curriculum emphasizes play with developmentally appropriate toys and activities. It also includes a first introduction to letters, numbers, colors, shapes, and the world around us.
- Our program for 3-year-old students develops 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 program for 4-year-old students continues developmentally appropriate practices in preparation for kindergarten. Social skills are a big focus as your child gets ready for kindergarten. Your child will work on talking through big feelings and resolving conflicts with words. 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. Newsletters and 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 screen each child.

We ask that parents notify MBP staff if their child has a diagnosed disability so that goals can be set to accommodate the child. If it is determined a child needs a mentor or shadow, then the MBP Director will discuss this with the parent and the parent will provide a mentor or shadow within 10 school days at parent's expense. A mentor or 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 their child's classroom on a regular basis.

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

### **Student Progress Reports**

Parent-teacher conferences will be scheduled for late January/early February to discuss students’ progress. If during the school year, you would like a meeting with your child’s teacher, please make an appointment. Your partnership is welcomed and encouraged. If parents wish to speak to the Director regarding any Preschool issue, appointments may be made through the Preschool office, 703-361-2146 or by email: [preschooldirector@manassasbaptist.org](mailto:preschooldirector@manassasbaptist.org)

### **Specialties of the School**

- Developmentally appropriate curriculum approved by VDOE with the incorporation of Biblical Integrated concepts.
- Classes have a small teacher-to-student ratio, so each child receives personalized attention.
- Secured facility with large, well-equipped classrooms.
- Professional staff: One teacher and an assistant for each class in addition to aides and administrator present in the building during school hours.
- Our teachers not only love what they do but love the children and their families.
- Once a week chapel for our students. Parents and grandparents are welcome to join the students during worship time.
- Large and secured playground.
- Large indoor play facilities for inclement weather.
- Christmas and Spring Christian programs.

### **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 year-round. Our school hours are 9:00 am to 12:00 pm. Extended hours will be offered if needed. **No child should enter the building without an escort.** All children should be picked up no later than 12:30. **In the event you arrive after 12:30 pm, 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. MBP reserves the right to terminate the enrollment of families with multiple late pick-up occurrences.

#### **Contact Information**

Our staff can be contacted through email at: [preschooldirector@manassasbaptist.org](mailto:preschooldirector@manassasbaptist.org) or by phone at 703-361-2146.

#### **Clothing**

Accidents do happen in preschool! Your child may experience a bathroom accident 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 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 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 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 director or assistant director will email you a link to the site where you can complete a confidential on-line background check.

### **School Bags**

Each child entering MBP for the first time will be issued a 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 class work 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, a package of wipes (either baby wipes or Clorox wipes) and a bottle of hand sanitizer to be used in your child's classroom. Please visit the Preschool website to see the Preschool Wish List with 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 be purchased rather than made at home and that they be nut free. Please discuss all food restrictions with the teacher.

## **IV. MBP Policies**

### **Enrollment Policy**

- Children entering the 2-year-old program must be 2 on or before September 30 of the current year.
- Children entering our 3-year-old program must be 3 on or before September 30 of the current year and must be toilet trained.
- Children entering our 4-year-old program must be 4 on or before September 30 of the current year and must be toilet trained.

- Completed registration form, payment of the registration fee, and first tuition payment must be received prior to student's first day of class.
- Your child's Emergency Care form must be submitted before school begins.
- 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.**
- The MBP point of contact for all enrollment related forms is the Assistant Director.

### **Disciplinary Policy**

Important aspects of the preschool experience include assisting children to learn how to get along in the world, enjoy being with other children, resolve conflict, and follow the direction of an adult other than their parent. Our educators will model positive adult-child interactions. A caring approach will be taken regarding behavior management and discipline. MBP teachers will reinforce positive behaviors and redirect when necessary. 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 those limits
  - Modeling mutual respect
  - Redirection of unacceptable behavior
  - A calming area for students will be designated in each classroom to help children with self-control.

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 minimize unacceptable behaviors and to develop positive interactions.

### **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 email, Facebook, the main website [www.weRchurch.com](http://www.weRchurch.com), or the Preschool voicemail (**703-361-2146**) for any announcements regarding weather delays.

### **Sick Policy**

MBP monitors and follows CDC and VDH guidance. 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 the eye is no longer draining.

If a child arrives at school with any of the above symptoms, the staff 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 of receiving the school's 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.

## **V. MBP Financial Information**

### **Fees**

- **Registration/Activity Fees:** Non-refundable registration fee \$100.
- **Tuition:** Posted on-line

- Tuition payments are due monthly by the 25<sup>th</sup> day of the preceding month. (For example: September tuition is due not later than 25 August). MBP is closed the week of Christmas and the week of Independence Day. This was considered in establishing the monthly rate which will remain fixed from month to month. Tuition rates are revised on a yearly basis.

### **Payment Process**

- Preferred payment is through Realm. You will receive invoices directly through this app and we request that you make payment through this system by credit card or check. Realm sends an immediate receipt for your records, and you can check on the status of your payment at any time. Realm 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 Realm, tuition checks (money order, cashier's check) should be made payable to Manassas Baptist Church and a receipt will be provided. 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 and must be received by the due date to avoid late fees.
- We do not accept cash payments.
- All student withdrawals must be submitted to the Preschool Office in writing 30 days in advance and must include the last attendance date of the child. This gives us an opportunity to adjust tuition for any student who will be withdrawn without completing his or her last month.
- If your bank does not honor your check, the Preschool Office will contact you for payment arrangements which will include an additional fee of \$35 to reprocess your payment.

### **Discounts**

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

- 10% tuition - Children of members of Manassas Baptist Church
- 10% tuition – Each additional child in the same family
- 50% tuition – Children of Manassas Baptist Church staff

## **VI. MBP Leadership Statement**

Our goal is to partner with families in creating appropriate experiences for their children to be inspired to learn, feel encouraged to explore and empowered to achieve their full potential. We recognize parents know their children best and their goals for their children's enrollment in MBP is very important for us. Families are our partners in our classrooms and in our church activities.

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It is our hope and prayer that Manassas Baptist Preschool will be a door for families in our community to experience the love and joyful partnership our diverse group shares because of our faith in Jesus Christ. We pray that our preschool ministry will continue to expand that love for one another to our youngest neighbors and we warmly welcome you to join us at our weekly services as well. Whether you've attended church all your life or never been in church – we invite you to experience the difference at Manassas Baptist Church. We hold traditional services weekly at 9am and contemporary service at 11:15am. On-line services are also available at <https://weRchurch.com>.

Again, welcome to the MBP family! We are excited about the MBP reopening and look forward to working with your children.

In His Service,

Larissa Procter, M. ED  
Director, Manassas Baptist Preschool