

PINE VALLEY BAPTIST CHURCH
3940 Shipyard Boulevard
Wilmington, North Carolina 28403
910-791-1949

**Pine Valley Baptist Church Preschool
Parents Handbook
2020-2021**

September 1, 2020

Dear Parents,

Welcome to the Weekday Preschool Program of Pine Valley Baptist Church. Our program was created in 2005 as a ministry to community preschoolers and their families. We sponsor this weekday early education program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew: “in wisdom (intellectually), stature (physically), and in favor with God (spiritually) and man (socially)” – Luke 2:52. We are committed to providing the best care and support possible for you and your child during these important developmental years.

This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. If you have questions at any time, please feel free to contact me by phone or e-mail.

While the procedures and policies in this year’s handbook may look very different from years past, we expect to provide the same dynamic preschool experience that we have become known for with our experienced and caring staff.

We consider each of your children as a gift from God, and take very seriously our role in their growth and well-being.

Trusting in our Good Father,

Ann Turkal
791-1949 x.108 (work)
(910)612-2760 (cell)
ann@pinevalleybc.org

Educational Philosophy of the Program

We are committed to providing age-appropriate, challenging and positive experiences to allow each child to progress at his/her own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers, direct instruction and positive Christ-like role modeling by the staff. Lessons and activities will relate to a given theme for the week and will be enhanced by weekly, separate chapel times for each class. Threes and fours may also make regular story time visits to the church library on alternate days.

Admission Policy

Class assignments are based on the child's age as of August 31, as is the standard for North Carolina public schools.

Preschool admission is based on a waiting list. Priority is determined as follows:

1. Children of staff
2. Currently enrolled children
3. Siblings of currently enrolled children
4. Children of Pine Valley Baptist members
5. Siblings of alumni
6. Waiting list of general public with priority assigned based on date the child was placed on the list

A non-refundable \$100 registration fee is due upon registration.

Class Schedules

<u>Class</u>	<u>Days</u>	<u>Max. Size</u>	<u>Monthly Tuition</u>
2 Year Olds	Tuesday, Thursday	12 Students	\$160
3 Year Olds	Tuesday, Wednesday, Thursday	12 Students	\$185
Pre-K	Monday, Tuesday, Wednesday, Thursday	16 Students	\$210

All classes will be staffed by a lead teacher and a teaching assistant.

Classes will be held from 9 am to noon on their assigned days. Children may stay until 1:00 on Tuesdays, Wednesdays, and Thursdays for Lunch Bunch as explained on the following page.

Lunch Bunch

Children may stay until 1:00 on Tuesdays, Wednesdays (for 3s), and Thursdays for Lunch Bunch. Lunch Bunch is teacher-supervised lunch and playtime for the children. This year, children will stay with their classmates and teachers for Lunch Bunch rather than combining with other classes. Children must bring their own nutritious lunch. **Please note we are a peanut free facility.**

Families will be billed for Lunch Bunch at the end of the month. The charge will be \$5 per Lunch Bunch. The Lunch Bunch bill is to be paid with the following month's tuition.

Please check on Lunch Bunch availability in advance with the director. **Lunch Bunch will be unavailable on the last Tuesday of each month, due to scheduled staff meetings.**

Financial Arrangements

Tuition is not based on attendance, therefore no reduction can be made for holidays, vacations, or time missed by students. In case of an extended absence for any reason, tuition must be paid if the child's place is to be held. A 30-day written notice is requested for withdrawal, and tuition payments are not refundable. We are a non-profit organization, and our budget is based on the projected income. Tuition should be paid no later than the 10th of each month. ***Tuition paid after the 10th will be subject to a \$10 late fee.*** You will receive an electronic invoice at the end of each month. You may pay online by credit card or directly from your bank account, or you may pay by cash or check. If you choose to use the online payment option, there will be a \$5 monthly service fee payable with tuition.

Communication

Although we cannot allow parents to visit classrooms at this point due to cohorting strategies, teachers will communicate by their electronic method of choice regularly so you will always be aware of what is going on in your child's class.

Insurance

Pine Valley Baptist Church Preschool does not provide insurance coverage for your child. Should you desire such coverage, please make your own arrangements.

Discipline Policy

Pine Valley Baptist Preschool wants its students to develop good self-concepts, problem-solving abilities and self-discipline. We believe this happens when adults and others act as role models and communicate with them in a positive, non-threatening, and understanding manner. Our discipline methods include:

Redirecting child to another activity

Positive reinforcement for positive behavior

Natural and logical consequences

Helping children recognize another child's feelings rather than forcing an apology

Separating the child from the group for a short period of time if his/her behavior becomes disruptive to the other children

Corporal punishment is not allowed at any time.

If your child has the habit of biting or hitting, he or she may be asked to stay at home until the problem is resolved.

Messages

If you need to get an emergency message to your child's teacher after school has started, please call or text Ann Turkal on her cell phone (910-612-2760).

Conferences

If you have any concerns about your child, feel free to contact their teacher or Mrs. Ann at any time. Mid-year and end-of-year evaluations will be conducted and progress reports sent home.

Snacks

Nutritious, well-balanced snacks will be provided by the preschool. A \$25 snack fee will be assessed with the child's first month's tuition. Parents may bring a special snack for their child's birthday, but must alert the teacher in advance so that accommodations can be made for food allergies in the class. Please do not send party favors or gifts for birthdays.

Clothing

When choosing your child's clothing, please keep in mind that your child will be climbing and running outside and participating in potentially messy activities. We will do our best to prevent permanent stains, but please do not dress your child in their "Sunday best" for school. It is also important for the sake of the child's safety and comfort that they wear correctly fitting shoes that do not fall off their feet when running and playing. **Socks and tennis shoes are preferred**, so that mulch in the shoes does not become an issue on the playground. The same pair of shoes should remain on your child's feet all morning.

Please provide a seasonal complete change of clothing (including socks and shoes) in a labeled zip-lock bag to be kept in your child's preschool room.

If your child is in diapers, please be sure the teachers have access to an adequate supply of your child's diapers. The teacher will let you know when the supply is running low.

Personal Items

Personal items should not be brought to school other than a set of clothing (mentioned above) and lunch boxes or lunch bags for Lunch Bunch.

Health Concerns

Children must be up to date on their immunizations against childhood diseases. Each child must have, on file with the school, a copy of his or her immunization record verified from the doctor's office. You may provide a paper copy with registration or have your child's pediatrician fax the records to us at: (910)395-5576. Please remember to provide updated records whenever your child gets another round of shots. For children not meeting immunization requirements, you will be notified by the preschool immediately. Should you fail to provide the preschool with an updated copy of your child's immunization record, your child will not be permitted to return to preschool until the necessary documentation is provided.

Please refer to our guidelines for "Prevention of Spread of Illness" for symptoms that should keep your child home from school.

Please notify the school if your child has been diagnosed with any communicable disease or head lice. We have a nit free policy. All parents will be notified as to the nature and exposure of any communicable disease. However, the child involved will not be identified.

If your child becomes symptomatic during class, we will contact you or call the emergency number you have provided to have them picked up.

An accident report will be completed on each child who experiences “a significant injury”, and this report will be shared with the parent. Of course, we will call you immediately if the injury is serious, or the child cannot be consoled. Small boo-boos will be reported to you at pickup.

Information about allergies or limitations should be in writing on your child’s information sheet. Please report any changes or additions in writing. For life-threatening allergies or conditions, detailed instructions must be filed with the director.

We are not allowed to administer medication to any child other than emergency allergy medication.

If the child is absent for more than one class, please call the teacher or the preschool director to let us know the reason.

School Closings

We follow the New Hanover County Public School schedule. We will be closed when the public elementary schools are scheduled to be closed for workdays or holidays.

In case of inclement weather, we will text you the night before to let you know whether or not we will have school the following day.

We hope to continue in person instruction for the entire year, unless public spaces are ordered to close again by the government. If that happens, we will work to develop a plan that is fair to parents, children, and staff.

**PVBC Weekday Preschool
2020-2021 Calendar**

First Day of School	September 8
First Day of Lunch Bunch	September 9
NHCS Teacher Workday	October 5
NHCS Teacher Workday	November 3
Veteran's Day Holiday	November 11
Thanksgiving Holidays	November 25-26
Christmas Break	Dec. 21 - Jan. 8
MLK, Jr. Holiday	January 18
In-House Pre-registration	January 19
Spring Break	April 2 - 9
Last Day of School	May 27

We are not able to schedule school-wide, in-person gatherings at this time. We will add them to the schedule if they are allowed later in the year.