



DENVER BAPTIST CHURCH

---

# ***PRESCHOOL***

---

## **WELCOME FROM OUR PRESCHOOL STAFF**

Welcome to Denver Baptist Church Preschool!

We are looking forward to an exciting year of learning, playing, and making new friends! If you are new to Denver Baptist Preschool or an old friend, it is our desire to be purposeful in loving your children and your family. The staff feels strongly about the benefits of a positive early learning environment. We are here to work with you every step of the way!

Denver Baptist wants to be a constant in your family's life and we welcome you to join us in this journey. It's going to be a great preschool year!

Denver Baptist Preschool Staff

# Denver Baptist Church Preschool

## Mission & Philosophy

## Goals & Objectives

### Mission Statement

Denver Baptist Church Preschool is a weekday program that provides a joy-filled, loving Christian atmosphere where the children have an opportunity to socialize with other children and learn about God, Jesus, and their world in a child-initiated environment thereby fulfilling Jesus' command to let the children come to Him (Matthew 19:14).

### Philosophy

Denver Baptist Church Preschool believes that children learn best and are better prepared for future education experiences if involved in age-appropriate activities. Children will be introduced to Christian stories, beliefs, and activities to learn about God's world and how they are God's children. Children will also be introduced to other activities that will allow them to explore their world, how it works, and how they fit into it.

### Shared Goals & Values

#### **For Children:**

- Provide a joy-filled, loving, and safe atmosphere so children can learn to love Jesus.
- Provide opportunities for children to become aware of God, nature, family, friends, and good manners.
- Introduce new things and experiences through play and NOT solely teacher-directed activities.
- Learn about God's love and feel accepted by others for their individuality.
- Allow children to play with others, improve their socialization skills, learn to interact, and trust other children and adults.
- Give younger children a chance to be away from Mom for a little while and know she will come back.
- Activities are age-appropriate and allow for children to do their own "creations" without the teacher expecting things to be done perfectly or by an adult.
- Allow children to explore their world and apply meaning that is useful for them.

#### **For Parents:**

- To be a supportive ministry of stay-at-home moms and working families.
- To provide opportunities to work with the teachers and other parents who have common concerns for their children's interests and needs.
- To provide quality care for their children.

#### **For the Community:**

- To contribute to the wholesome growth and development of future citizens of the community.
- To provide a means of outreach and to be an extension of God's love to local families.

## **Program Objectives**

### **We desire to help children learn:**

- To work and play together happily with other children, share possessions, take turns, and assume responsibility.
- To have a positive attitude toward others.
- To learn to manage themselves, their materials, and the daily routine.
- To develop gross motor skills, fine motor skills, and hand/eye coordination.
- To establish healthy habits such as hand washing, healthy eating, and toilet routines.
- To develop an appreciation and love for books.
- To learn values such as truthfulness, responsibility, respect for authority; love for God and one another.
- To have many wonderful experiences that will develop readiness for reading and provide a good foundation for future learning.
- To introduce the Bible and the teachings of Jesus to children early in their development.

## Policies and General Information

**Operating Hours:** Denver Baptist Church Preschool program hours are 9:00am-1:00pm on Monday-Thursday.

**Arrival:** Teachers will be ready to receive children in their classrooms from 8:55-9:10 am. It is important that the children arrive on time. The children should be brought to their classroom and signed in daily.

**Dismissal & Pick-Ups:** Parents should promptly pick-up their children at 12:55pm. There is a grace period until 1:10pm. If pickup occurs between 1:10-1:15pm, a \$10 fee will be charged. After 1:15, additional charges will accrue at a rate of \$1/minute. Payment is expected on the following preschool day. Please let the teacher know if you need to pick up your child early. If another person is picking up your child, the teachers will need prompt notification and the person must provide a driver's license so that the teachers can verify identity. There are no exceptions to this policy. If your child is in a carpool, please make sure the person's name is listed on the registration form under permission to pick up.

**Security:** In order to provide the most secure atmosphere possible, exterior church doors are locked. Should you need to pick up your child early, please call our preschool office at 704-489-6900 in order to be admitted to our facility.

**Payment Policies:** Preschool Tuition is based on a yearly rate. It is divided into monthly payments for your convenience. Tuition can be paid in full for the entire school year or paid monthly by the 10<sup>th</sup> of each month. You will be charged a fee of \$35 for any returned payment. Payments can be made by check (made payable to Denver Baptist Church Preschool w/ your child's name in the memo section) or online via the Church Center App (Credit/Debit Cards & Apple Pay accepted). Tuition and fees are collected by the Director.

- Please make checks payable to **Denver Baptist Church Preschool**.
- Please write your child's name in the memo section of the check or online payment.
- If you pay by the month, 2 consecutive months of nonpayment will result in suspension of your child's enrollment.
- A separate, non-refundable registration fee is due each year at the time of registration to hold your spot in weekday preschool.

**Withdrawal from Preschool:** When a child withdraws from the program during a school year, a 30-day written notice is required. All registration fees are non-refundable. Preschool services may be terminated when the pattern of any or a combination of the following becomes excessive or a problem: child absences, late pick-ups (3), tardiness, failure to pay required tuition, failure to comply with policies concerning ill children, failure to comply with the rules. If a child's behavior endangers other persons, materials, and/or the positive environment, the child may be required to leave the program.

**School Delays and Closings:** The program will follow the Lincoln County Public Schools' holiday and vacation closing. A current Preschool Calendar is posted on the Facebook page. In case of inclement weather, you will be notified on your Class Facebook Page and by text or call from your teacher.

**Absence:** Please notify the Preschool office or your child's teacher if he/she will be absent for any reason. If you know in advance that your child will be absent, please inform your child's teacher.

**Allergies:** Please make sure that we are aware of any allergies your child may have.

**Birthdays:** We love birthdays! Please be considerate and sensitive to each child by not bringing birthday party invitations to school to be handed out unless everyone in the class has been invited. Parents are welcome to bring in a birthday snack to make the day even more special. Please ask the teacher in advance if there are any children with food allergies in the class. Younger children are more successful with mini muffins or small finger foods.

**Bookbag:** Please provide a full-size book bag with a season-appropriate complete change of clothes, shoes and socks. Remember, for little girls wearing a dress, include shorts to wear underneath. For the older children homework and/or projects and completed work will come home on Wednesday or Thursday each week.

**Chapel:** Chapel is held each Wednesday morning. We share a Bible story and take time to focus on the Gospel together. Toddlers, twos, threes, and fours attend chapel.

**Clothing:** *Each child must bring a change of clothing daily regardless of age.* Diapers and wipes should be included for children who need them. Children should dress in comfortable play clothes including sneakers/sturdy shoes. No flip flops or open-toed shoes please. Shoes with smooth bottoms or flip-flops are dangerous when children are running and climbing. We ask that **ALL belongings** be labeled with your child's name (this includes diaper bags, book bags, bottles, sippy cups, pacifiers, diapers and clothing).

**Dress & Possessions:** Children should come to preschool dressed in comfortable washable, play clothes and rubber-soled shoes, preferably sneakers (for safety reasons please do not send your child in flip-flops, sandals or Crocs). Girls should wear shorts under dresses to protect legs from warm slides and to keep undergarments unseen.

Children should be dressed appropriately for the weather, we will go outside, weather permitting. Label all removable articles of clothing with your child's name. Coats/jackets should be worn in or available in book bags.

Toys should not be brought to preschool except by the request of the teacher since they tend to cause contention between children or can be lost or broken. "Comfort" toys or security blankets should not be brought into the classroom.

**Confidentiality:** **Parents** are asked to refrain from discussing their child or any other child in public. Please ask the teacher or director about a conference. The protection and confidentiality of each child and family is important to us.

**Child Abuse and Neglect:** If at any time the teacher, director, or other church employee reasonably suspects that a child has been abused or neglected by the parent or guardian, it will be reported to the appropriate authorities.

**Criminal Background Checks:** Criminal background checks are performed on all employees and volunteers of Denver Baptist Church.

**Discipline:** No child will be subjected to any form of physical punishment or verbal abuse. We direct and redirect children by telling them what they can do rather than what not to do.

**Steps Toward the Cross/Discipline Policy:** under separate cover

**Aggression Policy:** under separate cover

**Illness:** A child who becomes sick at Preschool will be isolated from the other children and parents, or their designated contacts, will be called to pick up their child. This will help everyone stay healthy. We will not distribute medicine of any kind. A child who has any symptoms of illness should be kept at home. Please keep children home for at least 24 hours **after** the following symptoms have **ended**:

1. Fever (any temperature over 100)
2. Diarrhea
3. Vomiting
4. Any unexplained rash
5. Sore throat with fever and swollen glands
6. Severe coughing—child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
7. Any non-clear drainage from the nose. If the drainage is cloudy or has any color to it, then this may be a sign of infection.
8. Eye discharge — thick mucus or pus draining from eyes or pinkeye.

**Illness/Contagious Disease:** Please notify the teacher or program director immediately if your child has been diagnosed with a communicable disease. The teacher or program director will immediately notify parents when a child has been exposed to or contracts a communicable disease such as strep, chicken pox, flu, covid, etc. Sick children will be kept in the program office away from other children. *\*\*Our illness policy is subject to change or revision without notice\*\**

**No Lice/Nit Policy:** A child will usually come into contact with lice during their preschool or elementary school time frames. If a child is suspected of having lice, we will call you to pick up your child. To minimize transmission of lice, children will not be allowed to attend or return to preschool until they have been inspected by preschool staff and deemed lice and nit free.

**How to Help:**

- Read everything which is sent home and respond to notes that need your input. Please remove completed work from your child's bookbag daily.
- Join the private class Facebook page and check it weekly.
- Put your child's name in/on all personal items.
- Contact teacher and/or director with praises, suggestions or questions.
- Dress your child in comfortable, washable clothes appropriate for the weather. While it is not our intention to get dirty or soil clothes, we want to allow the children to have fun and experience occasionally messy activities where they may get dirty. Choose shoes that can be firmly fastened or tied. Please, no sandals, open-toe shoes, or crocs/clogs (they hinder your child in playing).
- Send a full set of extra clothes in the book bag (in a labeled Ziploc bag, include socks and shoes).
- Keep the preschool phone number (704-489-6900) and your child's teacher's phone number in your cell phone so you can call us should an emergency arise or should you be delayed by traffic, etc.
- Keep phone numbers and addresses that you share with us up to date. If we can't reach you and we have a question about your child, that may be a great disadvantage to your child.
- Let us know if your child will be leaving with anyone other than the parent. We will require ID from any person we do not recognize or have not been made aware of who comes to pick up your child. This is for their safety and security.
- Our director and staff are here to assist you. Please call us to set up a time outside the normal teaching day for conferences.

**Lunch/Snack:** Children should bring a lunch each day and should include a drink and utensils. Examples are listed below. Please make sure to send food that does not need to be refrigerated or heated. Please mark your child's lunch box and drink with their name clearly on the front and on all containers within the lunch box. For infants, parents are expected to provide and have prepared any formula, juice, or food that the child may need. Infants will be fed anytime they are hungry.

## Suggested Snacks and Lunch Foods

### Fruit:

- Apples
- Peaches
- Tangerines
- Oranges
- Cantaloupe
- Watermelon
- Raisins
- Pears
- Pineapple
- Strawberries
- Blueberries
- Banana

*These can be fresh, canned, dried, or pureed. Make sure the fruit is seed free and is cut into bite size pieces.*

### Vegetables:

- Cucumber slices
- Cherry tomatoes (cut in half)
- Broccoli florets
- Carrot and celery sticks for older children. *\*These can be a choking hazard*

### Dairy Snacks:

- Yogurt
- Cottage Cheese
- Cheese cubes, slices, string cheese
- Pudding

### Bread/Grain Snacks:

- Bagels
- Flour or Corn Tortillas Roll Up Sandwiches (cut in small bites)
- Muffins
- Dry cereal—not sugar coated
- Pretzels
- Crackers—saltine, round, whole-grain, graham, Goldfish
- Trail Mix
- English Muffin
- Vanilla Wafers

### Meats/Proteins:

- Meat roll-ups—any type of sandwich meat
- Peanut Butter—sandwiches or on crackers
- Tuna
- Chicken

### Juices

- Apple
- Grape
- Cranberry
- Orange



**Messages:** Parents are responsible for reading letters and notes from your child's teachers and the director. We are using Private Class-Specific Facebook Pages along with notes placed inside your child's bag. Please remember to check the Class Facebook page and look in your child's bag each day. If you do not have a Facebook profile, you must let your child's teacher know so she can communicate announcements to you in another way.

**Outside Play:** Children have recess at a scheduled time each day under direct supervision of their teachers. Please remember to send a coat for your child in the winter. Unless the weather is colder than 30 degrees or it is raining, children from all classes will go outside (this includes the toddler classes). Children not enrolled in the program should not be on the playground during program hours.

**Share Days:** Some classes may have share days. We ask that animals/pets are not brought for share days. Play guns and other weapons are not permitted at the program.

**Supervision:** Children will be supervised at all times.

**Tips for Separation Anxiety:** When school begins it can be an exciting but difficult time for a young child, mom, and dad. Your child may appear eager in the beginning but may suddenly realize you will not be there and balk at your desire to leave. This is normal! Most children have little difficulty adjusting to the school if these suggestions are followed:

- Please bring your child on the day of open house.
- When classes begin, encourage your child to go into the room and play upon arrival.
- Be on time, doors open at 8:55 and children transition better on a schedule.
- Do not go into the classroom yourself. Once it is time to leave, give your child a hug and say it's time to leave and that you will be back. It is important that you leave without the temptation of staying if your child begins to cry.
- Parents and/or grandparents, please do not stand at the door or in the hallway with the expectation that the child will cry. Children will feel this apprehension and respond as the parent or grandparent fears.
- Generally, young children adapt to a new routine within ten school days.
- Children attending 1-2 days a week may take a little longer to adjust.

**Visitors:** Visitors are by appointment only. Please contact the Preschool office at (704) 489-6900 for an appointment.

## **Steps Toward the Cross**

We want to partner with you and your child to help them mature and make good responsible decisions. The main theme will be “**listen and obey immediately**”. We use the procedure outlined below taken from the book *Shepherding a Child's Heart* by Tedd Tripp.

We cannot and will not tolerate physical aggression of any kind (spitting, biting, kicking). The child will be removed from the situation and a parent will be called immediately to pick up the child. Continuous or uncontrolled aggression will result in dismissal (Aggression Policy under separate cover).

During the first month of school, we will be introducing the procedures and putting them into practice. We will exhaust every effort to shepherd your child and engage them in classroom activities. If we must remove them from the classroom to talk with the Director or Assistant Director, parents will be contacted.

### **Shepherding Structure**

- You must check your own spirit before you shepherd
- You must address disobedience not behavior
- You must shepherd the child's heart toward the cross
- You must not bring up the disobedience after you pray

### **Addressing Your Heart Condition with the Child**

- Why am I concerned with disobedience? God hates sin/disobedience. You should never discipline a child because I feel I have been wronged.
- What is the purpose of shepherding? The child needs to be restored to the circle of blessing (obedience to God). They are sinners in need of a Savior (Jesus Christ). Remind yourself of the Gospel; "I am a sinner in need of a Savior. I have been forgiven much (sin) and I am loved unconditionally by God through my personal relationship with the Lord Jesus Christ."

### **Addressing the Child's Heart Condition**

- Assure the child of the following, "I am not mad/angry with you and I am so glad you are here this morning."
- I want to share God's love for you. God says we must listen and obey immediately. Explain each element of this process.
- Listen means that when I speak you should listen to what I am saying.

## **Aggression Policy**

We do not tolerate physical aggression of any kind.

The first month of preschool we will explain the guidelines of sharing, working together and reconciling differences. There will be a lot of grace and mercy as we work on our new routine. After a month, if we have aggression, kicking, hitting, biting, pushing down, throwing objects that cause harm to another child, we will begin an intervention. The parents will be notified and the teacher will document the event and the date.

The first occurrence of aggressive behavior, the child will be brought to the preschool office and he/she will talk with the Director or Assistant Director about what happened. We will talk about a better way to handle the situation, pray and take them back to class. The parents will be notified and the teacher will document the event and the date.

The second occurrence of aggressive behavior, the child will be brought to the preschool office and the parent will be called to pick up the child and the child will not be allowed to return the next scheduled day. The teacher will document the event and the date.

The third occurrence of aggressive behavior, the child will be brought to the office, the parent will be called and the child will be dismissed from the program.

We recognize there is a difference between not sharing and being upset and aggression. It is our goal to help children learn to handle frustration without violence.

## PHOTO POLICIES

### Photo Policy - General

I hereby allow photographs and video of my child's/student's participation in the Denver Baptist Church Preschool ministry to be used, published, altered and displayed in perpetuity via print, video, websites, or social media accounts which are affiliated with Denver Baptist Church, Inc. for any purpose related to promoting Denver Baptist Church, Inc. I understand that publication may be accomplished electronically via the internet and that after publication the Church will be unable to prevent persons from gaining access to the internet, copying my photographs and video therefrom, and subsequently using, altering, or republishing it without my consent. For myself and/or on behalf of my child or student, I hereby release the Releasees from any and all claims which arise out of or are in any way connected with such use.

\*\*\*\*\*

### Photo Policy - Private Facebook Groups

I hereby allow photographs and video of my child's/student's participation in the Denver Baptist Church Preschool ministry to be displayed in perpetuity via Facebook in **private classroom Facebook groups** which are affiliated with Denver Baptist Church, Inc. I understand that publication in a private Facebook Group may be accomplished electronically via the internet and that after publication the Church will be unable to prevent persons in the private Facebook group from gaining access to the internet, copying my photographs and video therefrom, and subsequently using, altering, or republishing it without my consent. For myself and/or on behalf of my child or student, I hereby release the Releasees from any and all claims which arise out of or are in any way connected with such use.