



Bible Center Preschool (Birth-3)

***Parent & Student Handbook***

2024-25

[BibleCenterSchool.com/preschool](http://BibleCenterSchool.com/preschool)

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Bible Center Preschool is a non-profit program governed by church leadership. The leadership consists of the lead pastor, executive pastor, director of operations, preschool director, and the Elder and Deacon boards of Bible Center Church.

Bible Center Preschool is licensed by the State of West Virginia and meets all health and safety standards as required by the West Virginia Department of Health and Human Services and the State Licensing Board.

Bible Center Preschool operates on a nondiscriminatory basis and the practice of this policy is demonstrated through equal treatment in regard to race, color, creed, religion, gender, national origin, age, or marital status of the parents.

Bible Center Preschool will not tolerate harassment of any type.

A copy of the Licensing Requirements and Regulations is available for review in the Director's office.

## ENTRANCE REQUIREMENTS

1. Age Requirements: Children attending the center must be between the ages of 6 weeks to 3 years old.
2. Health
  - The licensing board requires that all children have a **current health assessment** by a physician, and results must be provided at the time of enrollment into the preschool.
  - A statement of **immunization must be provided at the time of enrollment** into the preschool or a plan for completion of immunizations signed by the child's licensed health care provider.
3. Bible Center Preschool requires that the online registration be completed for each child, along with a copy of the birth certificate, a current health assessment, and record of immunization prior to the time of admission.
4. The appropriate enrollment fee and the FACTS financial information must be provided at the time of admission.
5. A family tour is required prior to enrollment. Children are highly encouraged to attend.

## **MISSION, PURPOSE, AND GOALS**

### **Mission**

Bible Center Preschool exists as a ministry of Bible Center Church to assist parents in fulfilling their God-given responsibilities in training their children. The services provided are designed to assist parents in meeting the demands placed on them in contemporary life and reinforce Christian principles essential in making the home complete.

### **Purpose**

Bible Center Preschool is viewed as a supplement to the child's family by providing a warm, secure Christian environment outside the home. The purpose of the program is to guide and nurture each child in his or her spiritual, physical, mental, emotional, and social experiences, and to provide age-appropriate educational and social experiences for continual growth and development.

### **Goals**

1. To provide guidance that will help children adjust to adults other than their parents and to children of their own age.
2. To share religious, social, and cultural values with children through stories, songs, verses, prayers, playing, and group experiences. The atmosphere is distinctly Christian but non-denominational.
3. To assist in the development of academic skills and aptitudes of each child in a learning environment.
4. To provide safe and loving care for children while they are away from their parents as a supplement to their family life.
5. To offer a daily program that provides a constructive experience for each child through planned activities, creative and free play, music, stories, art projects, and developmental care.
6. To incorporate Bible stories, character-building stories, and scripture memory in the curriculum.
7. To develop essential life skills such as focusing on the completion of a task, acquiring self-control, using verbal communication, expanding critical thinking abilities, and comprehending the connection between behavior and consequence.

## DAYS/HOURS OF OPERATION AND HOLIDAYS OBSERVED

1. The preschool will be closed for
  - one beginning-of-school pre-service day
  - Thanksgiving Day and the day after
  - Christmas week (TBA)
  - New Year's Day
  - Martin Luther King Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - and Labor Day
2. Occasionally, the preschool will observe special holiday hours prior to a holiday closing. Holiday hours are 7:00 AM-3:00 PM.
3. The preschool is open Monday through Friday from 7:00 AM-5:30 PM. Late fees will be applied for any pick-ups after 5:30 PM.
4. Parents are always welcome but should make appointments for conferences with teachers or the director. Please be respectful of the teacher's time when dropping in.
5. The phone number for the preschool (birth to age 3) is (304) 346-0431 (ext. 332, Director) (ext. 331, Check-In Station)

***Parents, please note the scheduled closure days do not include any closures for any unforeseen emergencies. You will be notified should any event require additional closures. Always be sure the center has current contact information.***

## DISCIPLINE

We view discipline as careful, loving, consistent training. Children will be disciplined through positive guidance, redirection, and the setting of clear-cut limits. Discipline will be designed to help the child develop self-control, self-esteem, and respect for the rights of others. We plan to use the following techniques to encourage positive behavior and to prevent misbehavior.

- The staff will set simple, clear rules and follow a daily routine from the beginning of the program so that children will learn what is expected of them.
- Staff members will provide cues that indicate when an activity is about to change. For example, blinking the classroom lights will indicate that children need to be quiet and listen to an announcement from the teacher. A bell may be rung to indicate 2 minutes before clean-up.
- Teachers and aides will provide positive attention to children who are behaving well. A teacher may say, "Jenna is sitting quietly and listening to our story." They will also provide positively phrased instruction to children so that they know what to do. For example, "We walk in the classroom" rather than "Don't run."
- Staff will provide consistent consequences for persistent misbehavior. The teacher will tell the child what consequences will occur if misbehavior continues. We will use natural, logical consequences as much as possible. For instance, if a child continues to misuse a toy after being shown and told appropriate ways to use the toy, the toy will be removed or the child may be asked to change activities.
- If needed, a one, two, or three minute timeout (for children 3 and older) involving removal to a quiet area of the classroom, in the sight of the teacher, will be implemented for persistent misbehavior.

### **Continuing Difficult Behavior**

- If a child is behaving in an uncontrollable, disruptive manner in the classroom and is disrupting the activities of others, and/or doing harm to himself/herself or the environment, the teacher will remove the child from the classroom and he/she will be taken to the director's office. Such behaviors would include hurting others or having a tantrum that doesn't resolve in a reasonable time period. A parent will be called to pick up the child and a conference with the family may be in order to search for underlying causes of his/her behavior.

When a child's disruptive behavior continues over time, the director, parents or guardians, and teacher will develop and implement a written plan for managing the difficult behavior. The plan will be filed in the center's office.

- The parent or guardian will be given a written copy of the plan and written communication regarding the circumstances necessitating the plan. Parents will be provided written evaluative reports on the child's progress.

- If necessary, other professionals may also be called upon to participate in the development and implementation of the plan and may, if necessary, receive written reports of the child's progress.
- All staff members will cooperate in implementing the plan, providing feedback to the director and teacher.
- There will be no tolerance for repeated behavior that directs harm toward another child (hitting, kicking, spitting, biting, etc.). Understanding that teachers are worthy of respect, a child will **never** be permitted to hit, kick or bite a teacher. This type of behavior is grounds for dismissal.
- **Our preschool prohibits corporal punishment.**

## ILLNESS, MEDICATION, AND INJURY

While we know how inconvenient it can be for a parent to have to stay at home with or find alternative care for a sick child instead of being at work or school, we have a responsibility to all our families to prevent the spread of infections and communicable diseases. Please do not send your child to preschool if he or she is ill. It is important that we do not spread illnesses from child to child, and sick children generally cannot benefit from classroom activities.

- If your child becomes ill during the course of the day, we will contact you to come and pick up the child as quickly as possible.
- Please report to the director if your child contracts a communicable disease.
- Do not bring your child to the center when there are signs of illness developing.
- Your child must be pick up if they have 100-degree temperature or above, diarrhea (2x or more without fever), vomiting (2x or more without fever)

**Children must be fever-free, without the aid of a fever reducing medication, for 24 hours before returning to the center**

- Children with an infectious disease must be excluded from the center for specified times. Consult your health care professional or call the preschool office.

Parents will receive a copy of an Illness Report, which will note any symptoms that have been observed. **Please do not bring a child to school with:**

- Runny nose, yellow/green discharge
- Inflamed eyes
- Sore or swollen joints
- Fever
- Nausea or vomiting
- Sore throat
- Contagious cough
- Diarrhea
- Chills
- Skin rash



## **Medication**

Bible Center Preschool will not administer over-the-counter or prescription medications unless they are to prevent a life-threatening condition. Children requiring Epi-Pens, Benadryl, or breathing treatments such as inhalers and Nebulizers will require a physician's written prescription and a completed Bible Center Preschool (birth to age 3) medication form on file.

Sunscreen, lip balm, diaper ointment (5 days max without a doctor's note), bug spray (deet free) and first aid spray require a signed medication permission form. Your child's name must be clearly written on the outside of the bottle.

*Thank you for your help and cooperation. The health of our children depends on you.*

## **Injury**

The report will be made as soon as possible following the accident. The original report will be sent home with the parent and a copy will be retained in the child's file. A parental/guardian phone call will be made if the incident requires it.

## **DRESS AND ITEMS NEEDED**

Children should wear comfortable play clothes. An extra set of clothing is needed (several for birth-2 aged children) and should be left at the school in case of accidents, etc. All clothing should be plainly marked with the child's name and placed in a one-gallon Ziploc bag. Children will be playing outside. Please send the child dressed in appropriate clothing for this activity. Please dress your child for the season. Care should be exercised to remove or secure all drawstrings in children's clothing to avoid a choking or strangulation hazard.

For walking toddlers, shoes and socks must be worn every day. This is mandatory for their comfort and safety.

If your child is 1-3 years old, please send them with a water bottle daily labeled with your child's first and last name.

## **Supply Lists:**

**Babies:** Diapers and wipes for your child, diaper cream, pacifier, couple of change of clothes, sleep sack (if applicable), blanket, bottles, formula (formula divider)/ Breast milk, Puree (if your child is eating puree), sunscreen (once your child is of age), sippy cup with water or juice

**1s:** Diapers, Wipes, diaper cream (if needed), sunscreen, blanket, cup labeled with name, change of clothes (for the season), Paci (if needed), bug spray

**2s:** Diaper, wipes, diaper cream (if needed), sunscreen, blanket, pillow, cup labeled with name, change of clothes (for the season),bug spray

**3s:** Change of clothes (for the season), cup labeled with name

**For the Center:** Hand sanitizer, tissues, and clorox wipes

## BIRTHDAY CELEBRATIONS

Birthday snacks may be sent for after-lunch celebrations if at least one day's notice is given.

***Due to licensing regulations, food brought into the center to share with other children must be purchased from a store or bakery. Please do not send homemade items. Balloons are prohibited.***

*If you wish to invite children to a party at another location and you would like to send invitations through the cubby system in the classroom, every child must receive an invitation.*

## MEALS AND SNACKS

The preschool provides breakfast, lunch, and an afternoon snack each day.

Breakfast is served at 9am for all children. For full-day children, lunch at noon and evening snack at 3pm each day. Parents may enjoy lunch with their children at a rate of \$3 per lunch. Please contact the preschool office or your child's teacher prior to your visit.

### **Food from Home**

Parents may send food from home if your child has specific food allergies, dietary needs, or is an extremely picky eater. ***(Documentation from the child's physician must be noted on the health form concerning special dietary needs)***. A bag lunch containing healthy foods may be provided from home. Please avoid "junk" foods when packing lunches. Excessive "junk" foods may be substituted with healthier options from the menu. If lunch is forgotten at home, parents will be contacted.

Occasionally you will be asked to provide a bag lunch for your child for a special activity/ event. The following are a few suggestions when packing a lunch:

- Fruit (pre-cut into bite-size pieces and any seeds removed)
- Whole grain bread & crackers
- Lean meats
- Mini rice cakes
- Applesauce or other fruit cups
- Cheese cubed
- Cheerios
- Snack-size yogurt or pudding

**Foods that are not acceptable: foods containing nuts or nut products, chocolate, candy, high sugar content items, Kool-Aid type drinks. etc.**

## QUIET/REST TIME

Children will have a rest time following lunch. We do not require children to sleep, but we ask all children to rest quietly during this time. The preschool will provide a cot and a sheet for quiet time for toddlers. Parents provide a small lightweight blanket, travel-size pillow, and pillowcase. All items must be labeled with the child's first and last name. Children may bring in a small stuffed animal for rest time if they wish to. Note: sleep toys will not be shared with others.

## INSURANCE

Liability insurance is carried to protect the children, staff, and the facility in case of an accident. This liability insurance does not replace personal health insurance.

## PARENTS' RESPONSIBILITY

We enjoy having parents participate regularly in the daily activities and special events of the program. The time you are able to spend in the classroom reading or having lunch with your child is invaluable. We would also encourage parents to join us.

There are a number of ways you can assist us in providing your child with the best possible preschool experience:

- Supporting and encouraging your child to develop a positive sense of self-worth
- Discussing any problems or concerns directly with the teacher or director
- Visiting the classroom
- Reading notices, monthly newsletters, and reviewing the monthly calendar
- Offering to share any hobbies, interests, or expertise you may have with the children (i.e., playing an instrument, providing a craft/art activity, reading, etc.)
- Understanding that when a teacher has a suggestion or observation to share with you about your child, she is trying to be helpful and not critical. The happiness and well-being of your child is uppermost in the teacher's mind.

### **Please notify the preschool office for the following:**

- A person other than those authorized will be picking up their child for any reason.
- The child is going to be absent or arrive late.
- Any change of address, telephone numbers of a person(s) to notify in case of emergency, or any change of physicians.
- If you must withdraw your child from the center, **please give the preschool office at least a two week notice** prior to removing the child. Otherwise, there will be an early

withdrawal fee applied to final billing.

## **GRIEVANCES, CONFLICTS, OR CONCERNS**

The staff and director of Bible Center Preschool (birth to age 3) are here to help you with any conflicts or concerns you may want to share. If you have a concern or a conflict, please feel free to speak with the person directly involved or speak with the director within one week of the incident. It is our desire to resolve any concerns or conflicts you may have and to listen to any suggestions. If concerns cannot be resolved, you may request a meeting.

## **COMMUNICATION**

- Daily reports (Birth-2 year olds) are sent home daily, 3 years olds for the first week or two.
- A monthly calendar and newsletter that will include special events, concepts being taught, and other information about special activities in the classroom.
- Texting (with permission) or other classroom apps are another way to enhance home/school communication. Please respect the teacher's instruction time and be reminded that an immediate response may not be possible. If an immediate response is required, please call the office at (304) 346-0431.
- Please respect teachers' personal time outside their regular working hours.
- If you would like to arrange a Parent/Teacher conference, this can be arranged between 1:00-2:30 PM, Monday-Friday.
- Please defer any financial, behavior, discipline and concern to the preschool office administration.

## **CONFIDENTIALITY**

Some of the information shared between families, teachers, and the director is of a personal and private nature. We will share this information only with those staff and professional consultants who have a "need to know." We will not share information with other parents, employees who do not have direct contact with the family or others who have no professional need to have such information.

Access to student records will be permitted to the Department of Health and Human Resources for the purpose of demonstrating compliance with the licensing standards.

## **STATEMENT OF CHILD ABUSE AND NEGLECT**

Any suspected abuse and/or neglect of a child will be reported in accordance with Code 496A-I.

Who Must Report?

Anyone may report suspected child abuse or neglect. Under West Virginia Law (WV Code 49-6A-2) certain persons are required to report. These persons include:

- medical, dental, or mental health professionals
- religious healers
- social service workers
- school teachers and other school personnel
- members of the clergy
- child care or foster care workers
- emergency medical services personnel
- peace officers or law enforcements officials circuit court judges
- family court judges or magistrates
- Christian Science practitioners

Why Should I Report?

The purpose of required reporting is to identify suspected abuse and neglected children as soon as possible so that they may be protected from further harm. Child Protective services cannot act until a report is made.

Without detection, reporting and intervention abused and neglected children may remain victims for the rest of their lives. These children do not grow up and forget about their childhood. They carry physical and emotional scars throughout their lives, often repeating the pattern of abuse and neglect with their own children.

Am I protected if I Report?

West Virginia law provides immunity from civil or criminal liability for persons reporting in good faith. (WV Code 49-6A-6)

How do I Report?

When you suspect that a child is being abused you must report to the Child Abuse and Neglect Hotline (1-800-352-6513) 7 days a week, 24 hours a day

## CLASSROOM VISITS AND LUNCH

You are welcome to visit the classroom or come and have lunch with your child on their birthday or for a special occasion; however, we ask that you wait at least four weeks or until the children have settled into the program before doing so. **Parents visiting for lunch may purchase a lunch for \$3 payable to either the preschool office or the teacher.** Please inform the child's teacher or the office if you wish to have lunch with your child.

The teachers may have a list of times when they would like volunteers to help with special activities or projects. You may sign up and volunteer if you would like to help.

We want this to be a happy and satisfying experience for both you and your child. Please feel free to make suggestions and to report successes or special events in your child's life. Also, please speak with the teacher or director about any fears or unhappiness your child may develop.

## TREASURES FROM HOME

We understand children love their toys from home, but we discourage bringing in a toy everyday. If your child would like to bring a stuffed animal from home for nap time it will be placed on your child's cot.

Treasures can be lost or broken. If your child chooses to bring a toy to class, Bible Center Preschool will not assume responsibility for loss or damage.

*Please do not allow your child to bring guns, swords, action figures, or other items that could cause disruptive behavior in the classroom. Any of the previously mentioned items will be taken and placed in the child's cubby for safekeeping. Please explain the toy policy to your child, as will the staff.*

## PARKING

- **Do not park in the drive-through lane.**
- **Do not leave your car running** to come inside the building.
- **Never leaving children alone** in your parked car to come inside.
- **Drive slowly through parking lots**, and follow the directional arrows for safety purposes.
- **Always hold your child's hand** when entering or exiting the building and parking lot.

## ARRIVAL/DEPARTURE PROCEDURES

- Please use the main entrance of the church when dropping off or picking up a child.
- All children must be escorted to or from the classroom and checked in or out at the kiosk by a parent or guardian.
- For your child's safety and the safety of others, do not permit your child to run in the building.

### **Evening Pick-Up**

Please go to the Check-in desk (1st floor) to sign out your child. Collect all items from the child's cubby in the classroom. Children usually will be playing outside (weather permitting) each day.

### **Late Pick-Up Fee**

The preschool closes by 5:30 PM daily unless otherwise noted. A late pick-up fee will be assessed at \$50 every 15 minutes after 5:30 PM.

### **Releasing a Child**

Children may only be released to those authorized on the Authorization of Pick-Up Form. Those involved with picking up a child must have a photo identification to present to the staff upon request. Any changes to the Authorization of Pick-Up Form must be given to the office in writing. Please do so in a timely manner.

### **USING THE ELEVATOR**

Unsupervised children are not permitted to use the elevator. A parent or guardian must accompany the child. For your child's safety, please do not allow them to put their hand on a moving elevator door. Hands could be pinched or wedged between the door and the jamb.

### **ABSENCES**

#### **Holidays, Illnesses, and Inclement Weather Closings**

Parents will be charged for the prearranged attendance period regardless of absence due to holidays, inclement weather closings, or illness.

***Parents, please note the scheduled closure days do not include any closures for any unforeseen emergencies. You will be notified should any event require additional closures. Always be sure the center has current contact information.***

### **PARENT CHOICE OFF WEEK (PCOW)**

PCOW will be available following 3 (three) months of preschool attendance. Credit for the PCOW will be applied to the next applicable payment if tuition and incidentals are current. If payments are in arrears PCOW may be applied at the end of the preschool term. *Please note that a PCOW form must be filled out and turned in to your child's teacher or the Preschool office. (The student must be out of the center the week you intend to use as your Parent-Choice-Off Week.)*

### **WITHDRAWAL POLICY**

Please give a minimum of two weeks' notice prior to withdrawing your child from the Preschool. This will allow time for the business office to notify FACTS that your account will be terminated. If two weeks' notice is not given, an early termination fee of \$100 will be charged to your account

### **NEW STUDENT ENROLLMENT INFORMATION AND DISCOUNT**

Bible Center Preschool has contracted with Renweb, a FACTS Management Company to manage our tuition payments. Renweb/FACTS serves over 4,000 schools nationwide and is the industry leader in tuition management for private and faith-based schools.

**Enroll online at <https://www.biblecenterchurch.com/preschool/>**

We want to make all your arrangements with Bible Center Preschool the best possible.

If you have any questions or concerns, please don't hesitate to email or call. For any billing questions please contact Romie Mundy, Business Office Director via email ([rmundy@biblecenterchurch.com](mailto:rmundy@biblecenterchurch.com)) or call (304) 346-0431, ext. 223. If you plan to pay your tuition in full, please contact Romie Mundy beforehand, as discounts may apply.

## **INCLEMENT WEATHER: CLOSING PROCEDURES**

The following information is for the Bible Center Preschool. Snow days are challenging for everyone, and each year adds its own unique touch! Here is how to get the latest information if Bible Center Preschool is closed due to inclement weather.

You will receive a text message alert if we have a delay or close for the day.

If **Inclement Weather** occurs, the decision to close preschool will be made and announced as soon as possible by or before 6am. Public announcements will be made as follows:

**Morning Delays** - Bible Center Preschool may activate a two-hour delay if travel is deemed unsafe.

**Kanawha County Closings** - Bible Center Preschool does not follow Kanawha County School closings.

## **EMERGENCY PROCEDURES**

Knowing that preparation is the best preventive medicine, we wish to inform you of emergency procedures Bible Center Preschool will take in the event of any threat to the safety of children enrolled at our site.

Should the Kanawha Valley be the target of any aggressive act, bomb threat, chemical accident, or other harmful situation the following procedures will be initiated:

### **PROCEDURES: EVACUATION IN THE EVENT OF A BOMB THREAT**

- A call to 911 will be placed immediately.
- All children and personnel will evacuate the building in accordance with regular fire drill



procedures.

- Smaller children would be moved off-site using our vehicles.
- As vehicles become available, older children will be transported off-site as well.

### **PROCEDURES: SHELTER-IN PLACE IN THE EVENT OF CHEMICAL ACCIDENT**

- All outside doors will be sealed and locked.
- Signs will be posted on all outside doors which will read:  
***EMERGENCY – NO ADMITTANCE***  
***ALL DOORS ARE LOCKED & SEALED***
- The ventilation systems of the building will be shut down.
- Children and personnel will remain indoors until we are advised by area officials that the threat is over.

The best prevention against chemical accidents is to keep all doors locked and sealed. To open a door would allow chemicals to enter the building. This would expose occupants of the building to the chemical unnecessarily.

Although the natural reaction would be to come and get your child. The best action is to allow your child to remain in our secure location.

Our desire, of course, is that these procedures will never have to be used. Nevertheless, we must be careful guardians of the children both you and the Lord have entrusted to us.

Thank you for your help and cooperation in this matter.

## **WEATHER-RELATED EMERGENCIES**

**Watches:** Indicate that conditions are right for the development of a weather hazard. Watches cover a larger area than warnings. Watches have lead times of approximately 1-2 hours (tornado or thunderstorm), 3-12 hours (flash floods), and 12-36 hours (river, floods, or winter storms).

**Warnings:** Indicate that a hazard is imminent, and the probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or clear signatures from remote sensing devices (radar, satellite). Warnings have lead times of approximately 30 minutes or less (for thunderstorm type events), and 6-18 hours (for river floods and winter storms).

**Advisories:** Issued when the weather is expected to disrupt normal routines but is not expected to be life-threatening (e.g., 2-3 inches of snow, dense fog). Advisory lead times are the same as warnings.

**Upon issuance of a WARNING:**

- Be prepared for severe and dangerous weather situations approaching
- Alert staff of impending situations
- Call emergency numbers as needed
- Make announcement and sound alarm
- Get word to all staff who may be outside with children
- Proceed to designated safe areas
- Follow standard children accounting and reporting procedures
- Wait for further instructions
- Remain in shelter areas until the "all clear" is given

**Upon Issuance of an ADVISORY:**

- Continue normal activities
- No announcement needed
- Monitor weather reports for change in

**If Building is Damaged:**

- Dial 911 for help
- Check for any injuries and administer First-Aid if necessary.