

Parent Manual  
Of  
Denver Baptist Church Preschool

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## WELCOME FROM OUR LEAD PASTOR

Thank you for entrusting our Preschool with the development of your child during their preschool years. We are grateful for the trust you have extended to us and pledge to you a standard of excellence in learning and development, a Christ-focused environment for your child, and a warm relationship with you. It is our goal to provide your child an experience where they are loved, challenged, supported, and encouraged.

Janet Robertson and her staff provide a quality program year after year here at Denver Baptist. Each staff member is well-suited and well-trained to provide your child with loving care, direction, and instruction.

Should you be looking for a local church to call home, I ask that you consider Denver Baptist Church. We are a growing, warm church that offers a variety of worship, Bible study, missions, and other ministry opportunities for you and every member of your family. We invite you to come and be our guest on a Sunday that is convenient for you. More information can be found at [denverbaptist.org](http://denverbaptist.org).

Thank you again for allowing your child to be a part of the Preschool here at DBC. If I can be of any assistance to you or your family, please do not hesitate to contact me. May God bless you and your family.

Sincerely yours in Christ,

Dr. Chris Griggs  
Lead Pastor  
[cgriggs@denverbaptist.org](mailto:cgriggs@denverbaptist.org)

## WELCOME FROM OUR DIRECTOR

Welcome to the 2019-2020 year at Denver Baptist Church Preschool. The teachers and I are very excited about the year we have planned for you and your children. God has once again blessed us with a growing program and with an amazing group of teachers who love the Lord and his children!

Our purpose is to provide a balanced Christian education in a safe and loving atmosphere. The most important way preschoolers learn about the biblical message is through interaction with adults who show and act out God's love and care.

By offering a variety of learning experiences and by laying a spiritual foundation, each child can reach their highest potential. Each child is regarded as a unique individual and is encouraged to experiment and learn at his/her own individual level. A child learns best through hands on experience. Our teachers and staff will continually seek to help your child feel secure and valued as they offer many experiences and opportunities to grow and develop mentally, physically, and spiritually. Guiding the behavior and development of preschool children is an exciting and challenging responsibility, which we look forward to sharing with your family.

This handbook contains answers to many of your questions. Please review carefully and let me know if you have any additional questions or need clarification on anything.

In Christ's Service,

Janet Robertson  
Director  
[preschool@denverbaptist.org](mailto:preschool@denverbaptist.org)

## 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 and 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 in to it.

#### Shared Goals and Values

##### For Children:

- Provide a joy-filled, loving, and safe atmosphere so children can learn to love Jesus through their teachers.
- Provide opportunities for children to become aware of God, nature, family, friends, and good manners.
- Introduce new things and experiences in a loving and safe environment.
- Learn about God's love and feel accepted by others for their individuality.
- Allow children to play with others and improve their socialization skills and 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, sharing possessions, taking turns, and assuming 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.

**Session Dates:** The Preschool will run from September 3, 2019 to May 21, 2020.

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

**Dismissal & Pick-Ups:** Parents should promptly pick-up their two-year-old thru TK children at 12:40pm in the car rider line. **(See Car Rider Line Pickup below)** Parents of infants and toddlers will park and come in the chapel for pick up. 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 a WRITTEN note and the person must provide a driver's license so that the teachers can verify the parent's note. 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.

**Car Rider Line Pick-up:** Classroom instruction ends at 12:30. As such, the routine we set for the children involves packing up their belongings and preparing to leave for the day. We try to duplicate the procedure they will follow when in "big school". We then take them, as a class to the designated car rider lines. You will be given a sentence strip with your child's name on it to be placed in the driver's side window for car rider pick-up. Whoever picks up your child needs this name strip. Please make sure we know if someone new will be picking up your child and that they have our phone number. Please get in line and wait in your car until we bring your child to you. We ask that you then get out and buckle your child in his/her car seat since you are more familiar with their car seat than we would be. We ask that you not be on the phone when you greet your child as this is the best time to find out about their day. This also makes them feel valued by having your full attention.

**Late Fees:** There is a grace period until 1:05pm. If pickup occurs between 1:05-1:10pm, a \$10 fee will be charged. After 1:10pm, additional charges will accrue at a rate of \$1/minute. Payment is expected on the following preschool day.

**Security:** In order to provide the most secure atmosphere we can, we have found it necessary to restrict admittance during the preschool day. When we lock our doors, we will not be able to allow anyone in without an appointment or permission. Please let us know if you will be picking up early, dropping anything off or if someone other than the person listed on the sign in sheet or registration form will be picking up your child. Children will not be allowed to leave if we have not been informed.

**Payment Policies:** Tuition checks should be made payable to Denver Baptist Preschool or paid on our website [DENVERBAPTIST.org](http://DENVERBAPTIST.org) and are due by the 10<sup>th</sup> of the month. One returned check (per family) for NSF will require us to deal in cash. Parents are responsible for tuition each month in order to hold their child's space in class. If paying by check please put all tuition payments in the designated envelopes outside the classrooms. If you have any concerns or questions about our policy, please speak with the director.

Adults:Children	Age Group	Days	Monthly Tuition
2:14	4	M-Thurs	\$190
2:12	3	M-Thurs	\$205
2:12	3	Tues-Thurs	\$170
2:12	2*	M/W or T/Th	\$155
2:8	toddlers	M-Thurs	see below
2:6	infants	M-Thurs	see below

\*2 year old's may come more days – prices available by request.

The monthly fee for infants and toddlers is as follows:

Number of days	Infants/crawlers	Toddlers
1 day	\$115	\$100
2 days	\$165	\$160
3 days	\$215	\$200
4 days	\$265	\$260

**Withdrawal from Preschool:** When a child withdraws from the program during a school year, a 30-day written notice is required. If a 30-day notice is given and if the vacant slot is filled, the tuition will be prorated and refunded. If a 30-day notice is not given, then the tuition will not be refunded. 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 usually follow the Lincoln County Public School holiday and vacation closing schedule. In the event of inclement weather which prompts Lincoln County to alter their normal schedule, we will make our own decision. Your child's teacher or assistant will contact you either by phone call, text or email to let you if we are on a one hour delay or closed. The information will also be on WSOC and WBTV as well as our website and FB page. If there is no notification of delay or closure, we are open.

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**Absence:** Please call the Preschool office at 704-489-6900 and leave a voice mail message if a child 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. If a child has severe allergies, we ask that other children avoid certain foods in that particular classroom.

**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 in order 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. If you would like to honor your child's birthday by contributing a book to our library, his name, handprint, and date given will be inscribed in the front of the book.

**Bookbag:** Please provide a full size bookbag which will need to have a season-appropriate complete change of clothes, shoes and socks included. Remember for little girls, if you pack a dress please 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.

**Book Orders:** Parents will receive book order forms from Scholastic Book Clubs on a periodic basis. The books are offered at reduced prices. When you purchase books from Scholastic Book Clubs, they allow us to purchase books for the Preschool at even more reduced prices. Please return order forms and checks to your child's teacher. When the books come in, they will be distributed to the individual children.

**Chapel:** Chapel is held Wednesdays at 9:30 am. and is led by Jeff Cornette, Pastor of Children & Families. Toddlers, twos, threes, 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/study 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 tennis shoes (for safety reasons please do not send your child in flip-flops, sandals or Crocs). Our playground has mulch which can be irritating to bare feet. Also, please recognize if one child has easily removable shoes, and takes them off, all will want to imitate and replacing so many shoes would be a great disruption. 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, as we will go outside each day, weather permitting (if not raining or snowing). 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 may not be brought into the classroom.

**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.
- 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 in your cell phone so you can call us should an emergency arise or should you be delayed by traffic, etc.
- Keep phone number 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.

- You are welcome to observe our classrooms at any time. Please check with the Director so she can help you do this without being seen by your child.
- Our Director and staff are here to assist you. Please call us to set up a time outside the normal teaching day for conferences.

**Confidentiality:** Parents are asked to refrain from discussing their child or any other child in public. Please ask the teacher or director for 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 the director, assistant director, lead teachers, and assistant teachers.

**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. A complete discipline policy is on pages \_\_\_\_\_ of this manual. Parents will be asked to read and sign this policy prior to the program starting.

**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 oral temperature over 100, or auxiliary temperature over 99)
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.

**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 to have 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.

**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 measles, chicken pox, etc. Sick children will be kept in the program office away from other children.

**Lunch/Snack:** Lunch is provided each day by the child's parents and shall include finger foods and a drink. Please make sure to send food that does not need to be refrigerated or heated. Please mark your child's lunch box 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.

### 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. If canned, make sure they are packed in light syrup or their own fruit juice. Make sure the fruit is seed free and cut into bite size pieces.

#### Vegetables

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

#### Dairy Snacks:

- Yogurt (Plain or With Fruit)
- Milk
- Cottage Cheese
- Cheese cubes, slices, or string cheese
- Pudding

#### Bread/Grain Snacks:

- Bagels
- Flour or Corn Tortillas Roll Up Sandwiches (cut in small bites)
- Muffins—Zucchini, Carrot, Blueberry, Banana

#### Dry cereal—not sugar coated

- Pretzels
- Crackers—saltine, round, whole-grain, graham, Goldfish
- Trail Mix
- English Muffin
- Vanilla Wafers

#### Meats/Proteins:

- Meat cut up—any type of sandwich meat including bologna
- Peanut Butter—sandwiches or on crackers-unless class is peanut-free
- Tuna
- Chicken
- Pepperoni

#### Juices:

- Water
- Fruit juice
- Milk

**Whole** grapes, nuts, carrots and hotdogs **are not allowed**. These foods need to be cut into pieces. Although children eat whole grapes or similar foods at home foods of this type should be halved/cut to avoid choking. This information was suggested by a pediatrician as a safety precaution. We will not allow children to eat foods that we feel could be a choking hazard.

On occasion, we must restrict certain foods in a class due to allergy issues. Please let us know if your child suffers from a food allergy and its severity.

We will stress good nutrition and will encourage children to eat protein and fruit before sugary snacks. We will make you aware what your child isn't eating to avoid wasting food and money.

Please remember to provide a drink. If you forget a drink we will provide water as this is an excellent habit to start.

If you have any questions or concerns about our lunch plans please let me know so that we can discuss them.

**Messages:** Parents are responsible for reading letters and notes from your child's teachers and the director. They will be placed inside your child's bag. Please remember to look in your child's bag each day. There may not be a note every day.

**Outside Play:** Children have recess at a scheduled time each day under direct supervision of teachers and/or assistants. 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 one-year old). Children not enrolled in the program should not be on the playground during the program hours.

**Pictures:** We will have candid black and white pictures taken in the fall. You will be notified the week before pictures are taken. In the spring, we will have color portraits and class pictures taken of infants thru three-year-old's. The four-year old's and TK's will have cap and gown portraits taken. You will be notified the week before pictures are taken.

**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 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.



## 2019-2020 Calendar

Note: The Center is closed for all Lincoln County Holidays and Teacher Workdays

August 29-Open House

September 3 First day of preschool

October 3-Fall Festival

October 14-Columbus Day, no preschool

November 4-Thanksgiving Feast

November 11-Veteran's Day, no preschool

November 27&28-Thanksgiving Holiday-no preschool

December 23-January 2 Christmas Holiday-no preschool

January 6-First day back from Christmas Holiday

January 20-MLK Holiday-no preschool

February 17-President's Day no preschool

March 3-Primary Election Day-no preschool

April 10-16 Easter Holiday Break-no preschool

May 21-Last day of preschool-4 year old Graduation

## **Discipline and Behavior Management Program**

Hebrews 12:5-6 suggests that discipline takes place when a loving relationship exists. We, as leaders at the Denver Baptist Church Preschool, believe praise and positive reinforcement are effective methods for the behavior management of children. In an effort to encourage good self-concepts, problem-solving abilities, and self-discipline, we will practice the following policies:

We do . . .

1. Praise, reward, and encourage the children.
2. Reason with and set limits for the children.
3. Model appropriate behavior for the children.
4. Modify the classroom environment to attempt to prevent problems before they occur.
5. Listen to the children.
6. Provide alternatives for inappropriate behavior to the children.
7. Provide the children with natural and logical consequences of their behaviors.
8. Treat the children as people and respect their needs, desires and feelings.
9. Ignore minor misbehavior.
10. Explain things to the children on their levels.
11. Stay consistent in our behavior management program.

We do not . . .

1. Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. Shame or punish the children when bathroom accidents occur.
4. Deny food or rest as punishment.
5. Relate discipline to eating, resting, or sleeping.
6. Leave the children alone, unattended, or without supervision.
7. Place the children in locked rooms, closets, or boxes as punishment.
8. Allow discipline of children by children.
9. Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

## Steps toward the Cross

This year 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.

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. 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.
- Obey means you must do what I have asked you.
- Immediately means now.

As a consequence, playground time may be limited from one to five minutes per child's age.

### Aggression

Beginning 9/3/19 we will institute an aggression policy at DBC Preschool. The first month, we will explain the guidelines of sharing, working together, reconciling differences, etc., with the children. There will be a lot of grace and mercy as we work on our new dynamic as a class/team.

After a month, if we have aggression (kicking, biting, pushing down, throwing objects that cause harm to another) we will begin an intervention. The teacher will document on the child's registration form the date and the event.

With the first occurrence, the aggressor will be brought into the office, he/she will talk with Mrs. Janet or Mrs. Beth about what happened. We will talk about a better way to handle the situation, we will pray, and let them go back to class. The parent will be notified. There will be an incident report that will require a signature.

If there is a second occurrence, the child will come into the office and the parent will be called to come and get them. The child will not be allowed to come in the next day they would have been scheduled to come.

On a third occurrence, the child will be brought into 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 all of our children learn to handle frustration in a way that does not cause injury to another.

