

## THE PURPOSE OF OUR SCHOOL



The preschool program at Clifton Park Center Baptist Church is designed to provide a background of spiritual, social, cognitive and physical experiences which should be very beneficial to your child as she/he enters school.

Our preschool children receive a blend of secular and spiritual training that provides an outstanding opportunity for them to begin the process of learning and developing in a Christian way.

An important part of our goal is to include helping each child develop Christian habits. They learn to: get along with others, solve problems, learn and play with a group, share with others, and assume small responsibilities. This generally makes for a more pleasant transition from home to school.

We hope that each child will learn to appreciate the wonders of God's creation and His great love in sending Jesus Christ as our Savior, to speak to God in prayer, and to live a Christian life.

It is our hope too, that the home and the preschool working together, may stimulate the interest and develop skills for your child. Our mutual purpose is to help your child.

*Train up a child in the way he should go, and when he is old, he will not depart from it.*

*Proverbs 22:6*

## **HOURS OF OPERATION**

### **2 year olds**

M/Th or T/Fr 9:15-11

### **3 Year Olds**

T/TH or M/W/F 9:00AM – 11:30AM

### **Pre-K/4 Year Olds**

M/W/F 9:00AM to 11:30AM

M/T/W/Th/F 9:00 A.M. to 11:30A.M.

Monday through Thursday 12:30 PM to 3 PM

Classes commence in September and conclude end of May.

## **DROP-OFF/PICK-UP PROCEDURE**

Use the entrance at the front of the building (the side facing the parking lot). The side entrance will be locked. Please keep all children with you as you walk through the hallways. Be certain at least one of the teachers is aware of the child's presence before leaving him/her.

Separation during the first few weeks may be difficult. Please explain to your child before school begins that you will be leaving for only a short time. Let your child know they will be safe with the teachers and you want to know all about their day.

Students shall be dismissed at 11:30 AM and 3:00 PM. At this time parents or designated drivers must come to the classroom or playground to pick up their child. Please be prompt. If your child is in a car pool, be sure the staff knows who your child is to ride with and when. Anytime someone other than a designated driver is to pick up your child, the teachers need written permission from a parent or legal guardian. Every time a change is made, a new permission form must be completed and signed. Stop by the office for a new form.

## **SNOW DAYS/CLOSINGS**

When Shenendehowa Schools are closed, we are closed. If the school needs to be closed due to an unforeseen circumstance, you will be contacted by telephone. **Note:** When Shenendehowa Schools have a delayed opening, there will be no morning preschool or morning pre-k classes. Afternoon classes will meet as usual.



## **PARENTS AS PARTNERS**

Clifton Park Center Baptist Preschool likes to incorporate the family into the education of the preschool child. Upon entry of each child, a handbook is provided to each family explaining policy of the school. Our goal is to nurture the child's social, emotional, cognitive and physical development. We work with parents to identify areas of strength and weakness, such as speech, social skills or physical development and to incorporate methods of improvement. Early intervention allows staff and parents to address and facilitate the necessary steps for correction. Parents fill out an information form. This form gives the staff insight as to the reason for sending the child to preschool. This information gives us an opportunity to know the child's temperament, skills already acquired, skills not yet developed, foods the child likes and dislikes, toileting habits, fears, and place in the birth order (siblings). This information helps us to know how this child may respond in a group setting.

At times, apprehension over circumstances at home will cause some separation anxiety. If this is the case, parents are allowed to stay until either the teacher and/or parent decides it is time to leave. We encourage parents to share this information CONFIDENTIALLY if needed, before they leave the child at the school.

A monthly calendar, and classroom bulletin boards will keep you informed.

Revised December 2011

## **REGISTRATION**

There is a \$65.00 registration fee per child per year, which covers the cost of administration and records. The registration fee must accompany the application. Maximum fee per family \$130. It is non-refundable. All required forms are available on the website: [www.cliftonparkcenterbaptist.org](http://www.cliftonparkcenterbaptist.org)

## **CLASS ROSTER**

A class roster will be provided to each preschool family. Information includes: the child's name, parent(/guardian) name, address, and phone number. Anyone desiring the preschool not to distribute any particular information must indicate this on the "Permission to share class rosters" form.

## **TUITION**

Clifton Park Center Baptist Preschool is not operated for profit, neither is it in a position to sustain a loss. Expenses of operation must be met by tuition payments. When payments are not met by the first of the month, a \$10 fee will be charged if payment has not been made by the 10th of the month. If payment is still not received at this time, further action will be taken. Exception: the September tuition is due by August 20th to hold your place in the class..

In the event that parents decide their child will no longer attend classes, it is understood that the parents can obtain a release from tuition payments by giving Clifton Park Center Baptist Preschool written notice of that decision two weeks prior to the time the child will stop attending. Should the parents stop sending the child without giving the proper two weeks notice, it is understood that the parent(s) will be responsible for any remaining payments. No refunds of payments will be given. Emergency withdrawals will be handled on an individual basis after discussion with the Board of Christian Education.

Tuition for students is listed on the Registration form and the tuition agreement form.

## **ADMINISTRATION**

The policies and activities of the Preschool are decided and controlled by the Board of Christian Education. The staff is qualified, experienced teachers and the school follows recommendations of the State of New York relative to preschools.

*NYS requires a copy of a medical record and the most recent physical examination, signed and dated by the physician, be submitted for each child. Verification of a recent dental exam of teeth and gums is also required.*

## **INSURANCE**

The Church carries accident insurance as well as liability coverage for each child enrolled in the preschool.

## **SAFETY POLICY**

To ensure the safety of your child while in our care, no child shall be left alone or unsupervised at any time. In compliance with the New York State Department of Social Services we hold fire drills at varying times during the year.

Should conditions occur within the building which may be hazardous to the children, parents or designated drivers will be notified to pick up their children immediately. Occurrence of threatening weather would also cause us to notify parents of an early dismissal.

Staff/child ratio:       Pre-K/4 year olds AM- 1:8  
                                  Pre-K/4 year olds PM-1:10  
                                  3 year olds - 1:8  
                                  2 year olds—1:4

## **EMERGENCY PROCEDURE**

In the event a child is injured or a medical emergency arises during preschool session, the parents will be called promptly. If neither parent can be reached, the emergency contact(s) we have on file will be called. Whether ill or injured, the child shall be isolated from the class until the authorized adult picks him/her up.

## **COMMUNICABLE DISEASE POLICY**

If your child is unable to attend class or a field trip due to a communicable disease, please call the church office (371-6023).

The preschool is not equipped to care for even a mildly ill child. In the event a child shows any signs of illness, suspicion of a communicable disease, or a skin rash such as those produced by poison ivy, impetigo, etc., or head lice, the parent will be notified to arrange to have their child taken home as soon as possible. Other symptoms for which a child shall be discharged from class are: diarrhea, severe cough, difficult or rapid breathing, yellowish skin or eyes, conjunctivitis, a temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness, untreated infected skin patch(es), unusually dark urine and/or gray or white stool, and stiff neck. Meanwhile the child will be isolated from the rest of the class.

## **EVACUATION/FIRE DRILL PROCEDURES**

In accordance with the New York State Department of Education, we will routinely conduct fire drills in order to reinforce a method to evacuate safely, should a situation of this nature arise while your child is in class.

### **IN CASE OF FIRE**

- ★ **Sound alarm and pick up the class roster. Dial 911.**
- ★ **Evacuate all teachers, helpers and students from the building according to posted evacuation routes.**
- ★ **Close the door if you are the last person out of a room. Do not lock the door as it could hinder the fire department's search and rescue efforts.**
- ★ **Keep low to the floor to avoid smoke and toxic gases.**
- ★ **Exit building and gather in the rear parking lot. Count the children to be sure the number coincides with the number in attendance that day as recorded on the clipboard class roster. The head teacher/director will make sure all children and adults have evacuated the building.**
- ★ **Notify the parents by phone where to pick up children.**
- ★ **When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.**

### **IN CASE OF AN ACCIDENT**

- ★ **Dial 911**
- ★ **Notify parent and/or caretaker using information recorded on the emergency form in the child's folder. One teacher stays with the injured child; the other teacher gathers the group away from the area of the accident.**
- ★ **Depending on the injury, make the child comfortable.**
- ★ **Talk to the injured child assuring him of his safety.**
- ★ **Wait with the child until help comes**

### **OTHER EMERGENCIES**

- ★ **Weather-related or other emergencies: children will be taken to the main meeting room of the church building.**

### **LOCK DOWN**

- ★ **Close window shades, close doors**
- ★ **Sit children in a group away from windows**

## **LIBRARY/EDUCATIONAL RESOURCES**

We offer Scholastic book club for the children, We encourage you as parents to participate in our local Clifton Park/Halfmoon Public Library and the church library .

### **FIELD TRIPS**

Every child must have a completed field trip permission slip form on file. Parents or guardians are asked to transport the children. . Preschool Teachers will not be permitted to transport children. Car-pooling with other parents is possible. All children are required to be in a car seat

Some of our destinations have included: an Apple Orchard, the Library, the Post Office, a Fire Station, a farm and Shen PTA preschool Cultural-arts programming. Visiting these sites provides an educational opportunity for your child to explore and experience the community in which he/she lives. There may be a small fee per child for a field trip, payable to the teacher. The cost will be no more than \$20 for the year.

### **OUTDOOR PLAY**

Our fenced in playground offers the children access to climbing, swinging and sliding. The children are encouraged to dress themselves in their outdoor gear when going outside in cold weather. Please come prepared for outside playtime, weather permitting.

### **TYPICAL DAILY SCHEDULE**

Playground  
Discover Learning Time  
Teachers interact with the children  
Special Projects  
Clean-up Time  
Calendar/Pledge/Show Share Color/Circle Time  
Singing  
Prayer/Snack  
Lesson/Story Time  
Music Movement/Bathroom  
Good-bye Song/Dismissal

### **SNACKS**

You and your child will be responsible for providing a snack on a weekly rotating basis. We prefer healthy snacks, saving the sweets and treats for special occasions. The birthday child will be the special snack child of the day. Let us know if there are food allergies.

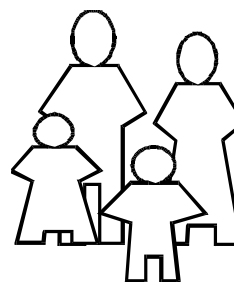
### **COMMUNICABLE DISEASE POLICY – continued from page 4:**

Notification of a child's possible exposure to a communicable disease or infectious rash shall be sent home in written form on the day of the suspected exposure. A child who has been absent due to such an illness must have a written release from the doctor before returning to preschool.

A child who has been sent home due to an illness such as the flu, a fever, vomiting, etc. may return to class when the parent feels certain the child's health is normal, waiting at least 24 hrs. after the fever subsides.

No medications will be administered at the preschool. If your child is taking medication which must be given during preschool hours we suggest you keep him/her home until the medication is completed.

### **DISCIPLINE POLICY**



Preschool is an addition to a child's home life. Discipline in the classroom will be an extension of the discipline at home. A child who misbehaves will be corrected accordingly on an individual basis.

Clear, consistent and fair limits to classroom activity will be used with the children. Guiding children to their own resolutions, listening patiently, reminding children of acceptable behavior will be employed.

All children will be corrected verbally with loving kindness and explanation. Should this not rectify the situation, the child's activities may be redirected or restricted such as the use of a time-out period.

If a child's behavior becomes a hindrance to others in the classroom on a continuing basis, the parent(s) will be notified. It is expected at this point, that the parent(s) will assist the teachers in correcting the situation.

A child who persistently uses foul language or demonstrates other intolerable behavior without discontinuing usage, will have his/her enrollment terminated.

## COMMUNICATION/CONSULTATION

A monthly class calendar will be sent home to provide additional communication between teachers and parents.

When you send money, note or permission form to school, be sure it is clearly marked with your child's name. Be sure to write your child's name on the memo line of a check. This will assist us in giving proper credit during our bookkeeping process.

Parents are encouraged to communicate any pertinent information or problems to the director either verbally or in writing. The staff will communicate all important information regarding each child to his/her parent or caregiver. Parents are urged to arrange a teacher conference to discuss any problem or need of their child. Please do not discuss your child in his or her presence.

No "grades" are given. Evaluations are done the end of February for Pre-K/4 year old children.

There is a Bulletin Board outside each classroom. Important information pertaining to scheduling, field trips, snack list, PTA notices, community events and the school calendar will be posted. Our web site is also an information source : [www.cliftonparkcenterbaptist.org](http://www.cliftonparkcenterbaptist.org)

## CLOTHING



There are several important considerations for your child's clothing. Fostering independence is important. Clothing should be manageable for your child to handle on his or her own. Each child is responsible to hang his/her coat, jacket on one of the hooks located in the hall outside the classrooms. We recommend placing mittens, hat and scarf in the sleeve of his/her coat.

All children should wear play clothes. **No flip flops or open toed shoes.** Sneakers are recommended. Shorts are okay, weather permitting. Children should be daytime potty trained.



An extra set of clothes needs to be kept at school for each child in the event a mishap or spill occurs. The extra clothes should be sent during the first week of school and should include underwear, socks, shirt/sweater/sweatshirt and pants. All clothing and belongings should be placed in a clear plastic Ziploc bag and properly labeled for easy identification.

**VERY IMPORTANT:** Your child's name must be marked on everything that comes to school: coats, boots, mittens, hats, extra clothes, school bags, etc. Each child will need to bring a carry-all bag during the winter months.

## PROGRAM

Our program provides your child with a broad range of learning experiences while having fun! Instruction will include numerous group and individual activities such as Bible stories, readiness skills, craft/art projects, finger plays, games, songs, and thematic study units. The development of skills (fine and gross motor, social, emotional, cognitive, etc.) will help your child attain a greater sense of independence, social competence, and self-fulfillment.

Goals have been set to challenge all of the children. Children develop at different rates and their interests are individual. Each child will have a "hands on" opportunity in order to meet the individual need. We will not have a kindergarten curriculum or do worksheets. However, through various games, activities, crafts, cooking and experiments, each child will grow cognitively. Our hope is to develop an enthusiasm for learning.

## AREAS OF STUDY

The following list provides an overview of the things we will work on during the school year. Naturally, each child will be guided as far as his/her skills and interests permit. Some items listed will be limited to the four year old group. Additional goals will be offered to the Pre-K group.

- ★ Become familiar with a number of Bible stories, and their application to Christian living – sharing, friends, etc.
- ★ Learn to listen: when spoken to, to stories told, to given directions
- ★ Take responsibility (housekeeping duties, clean-up time)
- ★ Have self-control
- ★ Learn safety habits
- ★ Take part in discussions
- ★ Know his/her age
- ★ Put on outer clothing
- ★ Know home street address
- ★ Know left and right
- ★ Be polite
- ★ Participate in games
- ★ Art work (cut-paste, color, paint)
- ★ Know the days of the week
- ★ Recognize letters of the alphabet
- ★ Learn number concepts to 10
- ★ Matching, color identification
- ★ Know opposites (winter/summer, full/empty, up/down)
- ★ Do rhythms, interpret music