

## **A NOTE FROM THE DIRECTOR**

Welcome to the “Son” Shine Learning Center family. We are looking forward to getting to know not only your child, but also all members of your family. We are pleased that you have chosen the “Son” Shine Learning Center at First Baptist Church for your child. The staff is committed to providing a warm Christian atmosphere and a happy and pleasant learning experience.

Activities are designed to provide effective learning for young children through exploring and doing. Interaction with other children, as well as with the teacher, enables each child to develop social and language skills. It is our goal to let the children be children and not rush the growth and learning process; children learn so much through their play. We believe, here at preschool, that the act of playing is the most important work a child can do.

We are a non-profit, religiously exempt agency of the First Baptist Church and use all fees paid to pay our staff and purchase supplies and equipment. We welcome and greatly appreciate any donations of materials or time. We encourage you to be an active part of your child’s preschool.

The handbook explains policies, procedures, and practices of the “Son” Shine Learning Center. Please read it carefully, and keep it handy for reference throughout the year. We shall be happy to answer any questions, and welcome your comments, suggestions, and cooperation.

In His service,  
Sherry Schryver, Director

## **MISSION STATEMENT**

*The “Son” Shine Learning Center is a mission of First Baptist Church. We are committed to providing children with a safe and nurturing environment while guiding them to a strong sense of self and gentle Christian conscience through creative arts, interactive music, and age appropriate curriculum.*

## **PROGRAM GOALS:**

To help each child begin to develop an understanding and appreciation of what it means to be a Christian through Bible stories and relating basic Bible truths to daily living.

To provide a loving, secure, and safe environment in which each child will develop socially, emotionally, cognitively, and physically.

To value play as one of the most important means of learning.

To help bridge the gap between home and school.

To provide opportunities for teachers and parents to work together for the welfare of the child with a sense of cooperation and sharing.

To provide a Christian example to the entire community.

To provide an outreach to families in our community regardless of ability to pay.

## **PROGRAM GOALS FOR STUDENTS:**

To provide opportunities for the child to develop a confident and accepting self-concept.

To provide age-appropriate experiences in both selected and group activities.

To foster and encourage creativity and language development in all areas.

To provide challenges for self-expression, investigation, reasoning, and generalizing.

To provide appropriate opportunities for growth in self-direction, independence, and self-discipline.

## **ENTRANCE PROCEDURES**

The “Son” Shine Learning Center program accepts children from infancy through five years. There is no discrimination because of race, sex, disability, or religion.

An attendance schedule of five days, four days, three days, two days, or one day may be chosen when the child is registered. A registration fee of \$60 for each child / \$90 for two children, and

\$120.00 for three children from the same family is payable when the application is accepted. The fee is non-refundable in case of cancellation.

Registration days are held each spring for the following school year. First Baptist Church members and current students are permitted to register before new students. Registrations are accepted until capacity enrollment is reached. A waiting list is then maintained. Full or partial scholarships are available. Please see the Director for details.

## **IMMUNIZATIONS & BIRTH CERTIFICATES**

Each child must have received age appropriate immunizations. A copy of these records must be submitted at the registration.

**All children born on or after January 1, 1994 are required to have immunization against hepatitis B before their first birthday.** The state of Virginia requires your child's birth certificate be shown at the time of registration.

## **TUITION**

The "Son" Shine Learning Center tuition schedule can be found on your payment envelope. **PAYMENT IS DUE MONTHLY IN ADVANCE** for scheduled days. **Payment by check is requested by the 10<sup>th</sup> of each month.** Please indicate the child's name and month of payment on the check. No credit will be given for days missed due to illness, family vacation, holidays, or snow days. Please place tuition payment in white box located outside Director's office or mail to 205 W. Piccadilly St Winchester, VA 22601. Teachers and children are not responsible for checks.

## **CHANGES IN CLASS ASSIGNMENT**

In the event of changes in enrollment, children may be reassigned to another class during the year. Parents will be notified of changes, and transition time will be provided for the children.

## **NO SMOKING POLICY**

**There will be no smoking in the building or on the grounds during the operating hours of the "Son" Shine Learning Center.**

## **HEALTH AND SAFETY**

Please keep your child at home if any of the following symptoms are present within the previous 24 hours. **A FEVER OF 100 DEGREES OR MORE (without medication); COLORED DISCHARGE FROM THE EYES, NOSE, OR EARS; DIARRHEA AND/OR VOMITING; RASHES AND/OR CHICKEN POX** (keep child at home until the sores have dried). Children will not be allowed to remain if they arrive with any of

the above symptoms. Parents or other specified persons will be contacted to pick up children who exhibit these symptoms or become ill during the day.

Simple first aid will be administered in case of minor injuries occurring at “Son” Shine Learning Center. If a serious injury occurs, an attempt will be made to contact parents immediately. Parents are asked to sign a treatment authorization form when their child is enrolled. This authorization will allow medical treatment to begin at a hospital if parents cannot be located.

### **ARRIVAL AND DEPARTURE**

Activities for students begin at 9:00 a.m. and continue until 12:45. **PLEASE DO NOT ARRIVE BEFORE 9:00 a.m.** For the effectiveness of the program and safety of the students, parents are asked to leave the building by 9:10 a.m. Please be prompt in picking up your child by **1:00 p.m.** If it is necessary to have someone else pick up your child, please notify the teacher and provide a written permission slip. The usage of seatbelts or car seats will be closely monitored. We understand that there may be a time or two that you will arrive late for dismissal. Please be aware that staff members are compensated until 1:15 p.m. each day. *Our new policy states that if a parent is late three times in one school year, a late fee of \$5.00, for each five minutes late, will be payable immediately to the teacher that remains at preschool with your child.*

Parents may park in the parking lot to the rear of the building or use pick-up/drop-off lane in front/rear of the Preschool and Children’s Education Building. **Please** hold your child’s hand when escorting them to and from the classroom. **Please do not leave siblings unattended in your vehicle at arrival time or dismissal time.** Please do not get out of your car if you are in the dismissal line. Please feel free to park in the parking spaces if you would like to communicate with other parents.

### **FUNERALS HELD AT FBC**

In the event of a funeral held at First Baptist Church, we will alter our dismissal times. We will use the front (Washington Street) entrance and stagger dismissal for safety.

### **CLOSINGS/SCHOOL CALENDAR**

Any time the “Son” Shine Learning Center is to be closed because of inclement weather, an alert will appear on WINC FM’s website. If Frederick County has a 1-hour delay, the “Son” Shine Learning Center will delay arrival until 10:00 a.m. and dismiss at 2:00 p.m. If Frederick County has a 2-hour delay, the “Son” Shine Learning Center will delay arrival until 11:00 a.m. and will dismiss at 2:00. If Frederick County schools will be closed, we will also close. In the event of a public health emergency, “Son” Shine Learning Center will close until we are notified to re-open by the Winchester Health Department/Environmental Health Department.

### **CONFERENCES**

If you wish to discuss your child’s progress with the teacher, an appointment should be made for a conference. The child should not be discussed in his presence or in the presence of other parents and children. We will have scheduled conferences for our 2, 3’s, 4’s, and Pre-K classes in February.

## BIRTHDAYS

We will be happy to celebrate your child's birthday at preschool; however, arrangements should be made in advance with the teacher. Please, no gifts. If you do not wish for your child to have sweets, please advise the teacher with a note. *We will not distribute party invitations in the classroom unless all children are invited.*

## THE "SON" SHINE LEARNING CENTER DAY

A wide variety of activities are included in the "Son" Shine learning Center day. These activities are designed to encourage creativity and discovery as well as meeting the developmental needs of the child.

**Working and Playing-** Each child chooses from a variety of activities appropriate to his age: looking at books (Christian and other), listening to tapes, building with blocks, drawing and writing, painting at the easel, molding clay, using finger paints, cutting freehand, pasting, and putting together puzzles.

**Eating Together-** Children bring a lunch from home each day and are encouraged to participate in healthy eating habits and table manners during their lunch time together. A simple blessing will be used before snack time and lunch time. Parents provide snacks as instructed by the teachers. Appreciation of each other is encouraged through child and adult conversations.

**Computer Lab-**Your child will have an opportunity to participate in our new computer lab. Our lab has seven (7) new Dell computers. In order to foster sharing in all aspects of preschool, each child will share a computer with a partner. Our computer lab is located in the Sanctuary building.

**Singing and Enjoying Musical Activities-** by participating in enjoyable music activities of all types, children improve self-confidence, motor coordination, speech and language, rhythm, creativity, and imagination. Use of the guitar and supplemental materials add to the fun. Music is incorporated into the daily classroom activities as well as a daily music class.

**Sharing Group Experiences-** Listening to stories (including Bible stories) and poems, talking together, participating in "show and tell", and taking walks and field trips help broaden the child's range of interest, improve language skills and contribute to a happy learning experience.

**Special Interest and Community Helpers-** **Periodically, the children have an opportunity to explore special interests and see presentations by visitors with different specialties. These include firemen, policemen, dentists, physicians, and other vocational or hobby areas. Please inform your child's teacher if you have talents and interests you could share with the children.**

**Cleaning Up-** Children are encouraged to return materials and equipment to designed places. Children are required to wash their hands with soap and water after using the toilet or art supplies and before eating.

**Enjoying Physical Activity-** Climbing, jumping, running, riding toys, and taking part in games enhance the child's physical growth, give support to the development of muscle coordination, and encourage cooperation and social development.

**Fund Raisers-** we occasionally hold fund raising activities to assist with particular needs at "Son" Shine Learning Center. These activities are optional. We do not want children or parents soliciting door-to-door.

## **WAYS PARENTS CAN HELP**

Help your child attend regularly except when ill.

Dress your child in comfortable play clothes. Weather permitting, all children play outside each morning. It is helpful if coats are marked with your child's name.

Teach your child self-reliance by encouraging him to do things for himself. Allow time for this.

Please do not send toys for "show and tell" or for special events unless requested by the teacher. Often "special" toys are hard to share and could get lost or broken.

Let us know if you would like to share a talent or interest.

Get to know your child's teacher and work with her concerning any problem that may arise.

Take time to listen to your child's daily experiences, and discuss them with real interest. Show excitement in viewing art projects.

Report any upsetting experiences that may help the teacher better understand the child's behavior.

Send materials from home that you may have for art or craft projects when requested by the teacher.

Help your child learn his full name, parents' names, address, and telephone number when age appropriate.

Be willing to help with field trips and other special events.

If your child is in diapers, please supply disposable diapers when the child attends "Son" Shine Learning Center. Children enrolled in our 3, 4, and Pre-K classes are required to be potty trained.

Observe opening and closing times to provide maximum class time for the children.

Be sure that cellular telephones are turned on when you are away from your child at preschool. .

## **PUBLIC NOTICE STATEMENTS**

### **NOTICE TO PARENTS ON GENERAL STAFF QUALIFICATIONS**

Some of our staff have degrees in education or other fields. A majority have extensive experience and training in preschool childcare. All staff members are certified in CPR at sometime during the school year. All staff are screened for criminal activity.

The staff is certified annually by a practicing physician to be free of any disability, which would prevent them from caring for children.

### **PUBLIC NOTICE REGARDING PHYSICAL FACILITIES**

The program is held in a brick building used as the Preschool and Children's Education Building for First Baptist Church. Seven large rooms and a fenced playground with play equipment are used. Kitchen facilities are on the premises but not used because children provide their own lunch.

### **PUBLIC NOTICE REGARDING ENROLLMENT CAPACITY**

The maximum number of children the program (per day) will enroll is 88.

Nursery: 8

2-4 year old: 20 per classroom, 4 classrooms=88

### **PUBLIC NOTICE REGARDING FOOD SERVICE**

Food services are not offered.

### **PUBLIC NOTICE REGARDING PUBLIC LIABILITY INSURANCE**

First Baptist Church has \$1,000,000 in General Aggregate Limit (Other Than Products – Completed Operations).

