

Lexington Baptist Preschool

2023-2024



308 East Main Street

Lexington, SC 29072

Phone: (803) 996-8811

I have read and understand the contents of the Lexington Baptist Preschool Parent Handbook. With my signature, I am indicating that I will abide by the policies and procedures contained within.

Child's Name: _____

Parent Signature: _____

Teacher's Name: _____

Date: _____

Dear Parents,

What a gift God has given us with our children! They bless our lives. They enrich our homes. They remind us daily of the realities of joy and innocence that we as adults sometimes forget. Our children also teach us about God. Psalm 8:2 says, "From the lips of children and infants you have ordained praise."

Jesus loved children and recognized in them a special grace from God. "Let the little children come to me, and do not hinder them," He said, "for the kingdom of God belongs to such as these." (Luke 18:16)

Here at Lexington Baptist Church, we not only love children, but we also value them. We want them to learn about Jesus from an early age and grow to love Him and follow Him throughout their lives. Our preschool ministry has precisely that goal: to introduce children to Jesus and provide a safe, fun, and nurturing environment in which that relationship can take place.

This handbook is designed so that all our parents can understand what we do here, and why. Caring for such a large, diverse, and vibrant group as our preschoolers requires that we provide an engaging, spiritual, and biblical program as well as the highest possible organizational standards. To that end, the handbook offers information you will find extremely useful as you place your preschooler in our care.

Our prayer is that you and your preschoolers have a wonderful experience during the time they are part of this ministry. May God bless you as parents as you seek to rear your children "in the training and instruction of the Lord" (Ephesians 6:4).

Mike Turner

Pastor

Dear Parents,

What an exciting time the new school year brings to your children and to our preschool! Our ministry strives to provide a safe, loving and an enthusiastic environment for learning. Thank you for affording us the opportunity to get to know you and your child. Each child is a gift that we treasure, and we are honored that you chose Lexington Baptist Preschool. I look forward to meeting and spending time with you and your child.

Our Preschool offers a place that develops a love for others, a closeness with God, and a joy for learning. We cherish the child you share with us, and value the chance to serve your family.

This handbook will help you better understand the program and policies of this ministry. Please read it carefully and keep it for future reference.

With a grateful heart,
Jeany Watkins
Weekday Preschool Director

Please feel free to contact me any time by visiting the Preschool, by phone or email.

Office: 803.996.8811

jwatkins@lexingtonbaptist.org



MISSION STATEMENT

As an extension to Lexington Baptist Church, the Preschool exists to provide a quality preschool education in a Christian environment in which each child and his/her parents develop a heart that loves Jesus, a mind that wants to learn about Him, hands that want to serve others, and feet that go and tell others the good news while he/she grows spiritually, socially, mentally, physically, and emotionally within the realm of his/her abilities.

*"And Jesus grew in wisdom and stature,
and in favor with God and man." Luke 2:52*

Objectives for each child:

1. To develop an awareness of God's love for him/her and learn to share that love with others.
2. To develop an awareness that the Bible is a special book.
3. To begin to lay the foundation for the development of a philosophy of life that is in harmony with Biblical principles.
4. To develop an awareness of the world around him/her.
5. To develop his/her ability to have satisfying experiences in working and play with those his/her own age.
6. To develop self-expression through investigation and participation in group activities.
7. To begin the development of positive self-esteem.
8. To bridge the gap between home and school; achieve school readiness.

ORGANIZATION

The day-to-day operation is planned and supervised by the Lexington Baptist Preschool Director, Assistant Director, and Administrative Assistant. The Lexington Baptist Preschool is part of the ministry of Lexington Baptist Church and reports monthly to the Lexington Baptist Preschool Board. All matters of business are taken before this capable leadership team, whose members are selected by the church.

LEXINGTON BAPTIST PRESCHOOL BOARD

The Lexington Baptist Preschool Board provides direction in setting all policies, approving employees, establishing salaries and budgets, overseeing all financial records, setting goals and objectives for the future growth of the program, and ensuring that Lexington Baptist Preschool is consistent in its operation with the mission statement.

STAFF

Lexington Baptist Preschool Staff and Teachers are well-qualified and prayerfully chosen by the Preschool Team. Our main concern is the safety of your child.

“Blessed are you when your church says, ‘Teach our children’ for then you are numbered among those who follow the great command, ‘Go Teach’.”

REGISTRATION

Registration is for children ages 18-months through 5K. They must be the age of their class on or before September 1st. Three-year-old students must be potty trained. A NON-REFUNDABLE fee is payable at the time of Registration. This fee is determined each year by the Preschool Board. A birth certificate and immunization record or SC DHEC Religious Exemption Forms for Immunizations are requested at the time of registration and required by the time of Orientation.

Registration begins in the month of January for our current preschool families and their siblings, as well as for families that have been part of LBP

in the past and Lexington Baptist Church members. Registration will open to the community the first week of February.

Registration will be first come, first serve. Families will register for the days they would like to attend, not for the teacher. Once classes are full, we will only offer classes that have openings. It is important to get your registration form and fee into the preschool office in a timely manner. After registration for preschool, church members and public are completed, we will divide classes to ensure a good balance in gender, specific need, and date of birth.

"Lexington Baptist Preschool admits children of any race, color, gender, national ethnic origin to all the rights, privileges, programs and activities made available through the preschool program and does not discriminate on the basis of race, color, gender, national, ethnic origin in administration of its staff."

TUITION/ SUPPLY FEES

Tuition fees are charged monthly beginning August and continuing through May for ten payments total. Payments are due by the first day of school for August and 10th of each month thereafter. You will receive an invoice through Brightwheel before the first of each month. Our Federal Tax ID number is 57-0381873.

A notice will be sent if payment is not received. It is necessary for you to pay for all days that your child is enrolled in the preschool program even though your child may be absent for any reason. Expenses of the school continue, and your child is planned for even when absent. In the event of a financial situation, please contact the director to discuss a plan to help keep your child in the program.

The policy concerning children enrolled or withdrawn is as follows:

Enrollment: Full tuition is due for any part of the month the student starts.

Withdrawal: Please notify the director in writing two weeks in advance. No fees are refundable.

HOLIDAYS/CLOSINGS

Lexington Baptist Preschool follows Lexington School District One in school holidays and school closings. We will follow the school district's decision on school closings due to severe weather. Although these policies cover most situations, should something arise that is out of the ordinary, the Preschool Director has the authority and discretion to close the preschool. If Lexington One is closed, Lexington Baptist Preschool will also close. Occasionally Lexington One will go on a delay. If they delay, Lexington Baptist Preschool will be CLOSED for the day.

Note: Inclement Weather days and other closures are not made up.

The following dates Lexington Baptist Preschool will be closed:

Labor Day	September 4 th
Lexington One Closed	October 16 th
Thanksgiving Break	November 22 nd -24 th
Christmas Break	Dec. 18 th - Jan. 2 nd
Martin Luther King, Jr. Day	January 15 th
Lexington One Closed	February 26 th
Spring Break	April 1 st -4 th

SCHEDULE

Lexington Baptist Preschool's first day of school is August 21st. Our school year will run until May 15th. Teachers will send more information about daily and weekly activities/schedules in the classroom.

EARLY DISMISSAL

Any parent needing to pick up their child before 11:45 should come to the Preschool's Lobby and ring the doorbell to the right of the glass doors. A staff member will verify your ID and/or code work to pick-up your child, then ask you to wait while they get your child from the classroom and bring them to you.

PRESCHOOL ONLY DROP-OFF AND PICK-UP

Children may be dropped off at the child's classroom back. Drop-off is from 8:30am-8:45am. After 8:45, please go to the Preschool Lobby and ring the doorbell to the right of the glass doors. A staff member will accompany your child to class. Our schedule with the students is busy so the sooner the children can settle into the room, the more time we have to learn and grow together.

Pick-up time starts at 11:45am at the child's classroom back door. All children should be picked up no later than 12:00pm. If you arrive to pick up your child after 12:00pm, please go to the Lobby. There will be a late fee charge of \$1.00 per minute. This is necessary to ensure that our staff can meet the commitments they may have following their morning at the preschool.

If your child is in room 102-108, please park in the Family Life Center (gym) parking lot and walk up the sidewalk towards the playground to get to your child's back classroom door.

If your child is in room 113-121, please park on the grass or gravel lot at the back of the children's building.

K5 ONLY DROP-OFF AND PICK-UP

Children will be dropped off at the Preschool Lobby. Drop-off is from 8:05am-8:20am. Our schedule with the students is busy so the sooner the children can settle into the room, the more time we have to learn and grow together.

Pick-up time starts at 12:05pm at the Preschool Lobby. All children should be picked up no later than 12:20pm. If you arrive to pick up your child after 12:00pm, please go to the Lobby. There will be a late fee charge of \$1.00 per minute. This is necessary to ensure that our staff can meet the commitments they may have following their morning at the preschool.

POTTY TRAINING

Two-year-old students do not need to be potty trained but if they are not, they must wear diapers and/or Velcro sided pull-ups.

All three-year-old and four-year-old students must be potty trained. If a three-year-old student is in process but not completely trained by the start of school, please discuss this with the child's teacher and director prior to the start of school.

OUTSIDE PLAY

Outside play is conducted whenever weather permits. Your preschooler should come dressed in play clothes each day for indoor and outdoor activities. Clothes that are comfortable and easy for them to remove for toileting are best. Girls are asked to wear shorts under dresses. In cool or chilly weather, be sure to send your child with an outer garment. Please label all items with your child's name. Shoes should be comfortable and a good fit, closed-toe, and rubber-soled or non-slip.

BIRTHDAY PARTIES

Please allow your child to celebrate his/her birthday at preschool. Parties are scheduled on the school day nearest to your child's birthday or if your child has a summer birthday, a day is chosen. No hats, favors, or treat bags please.

Please be conscious of items with nuts or processed with nuts and any food item that might present a choking hazard. We request no items with nuts, no popcorn, and no balloons. Plates, cups, and napkins of your choice are optional.

Invitations for home birthday parties will be placed in bookbags only if there is an invitation for each child in the class.

VISITORS

Throughout the year there will be opportunities for family members to visit and volunteer in the school. All visitors to the Preschool will need to sign in at the Receptionist's Desk and receive a visitor's sticker.

SEASONAL PARTIES

Seasonal Parties in the classrooms occur throughout the year. Parents can sign up to volunteer or donate items for these events.

*For safety purposes, no balloons will be allowed.

SPECIAL EVENTS

<u>Classes</u>	<u>Events</u>	<u>Dates</u>
4K and 5K	Donuts with Dad	Sept. 26 th
3K	Donuts with Dad	Sept. 27 th
4K	Western Day	Oct. 10 th
3K	Fall Sing	Oct. 17 th & 18 th
4K	Christmas Program	Dec. 12 th
3K and 4K	Storybook Parade	April 23 rd & 24 th
2K	End of Year Program	Ap 30 th & May 1 st
18-month and 2K	Pastries with Parents	Ap 30 th & May 1 st
4K and 5K	Munchkins with Moms	May 7 th
3K	Munchkins with Moms	May 8 th
3K	End of Year Program	May 7 th
4K	Graduation	May 14 th
5K	Graduation	May 15 th

FIELD TRIPS

Field Trips are a way to extend the classroom and provide new and different learning experiences. They will either be “in house” or are taken by the 4K and/or 5K students off campus. The church buses we use are equipped with seat belts and meet all standards for transporting school children. All drivers are CDL licensed.

HEALTH POLICIES

Please do not send your child to school if he/she has any of the following:

1. Communicable (contagious) diseases- check with your physician as to when it is safe to return to school.
2. Ringworm or impetigo- must be completely healed before returning.
3. Sore throat, earache, swollen glands accompanied by fever- be fever free 24 hours without any fever reducing agents before returning to school.
4. Undiagnosed rash or skin eruptions- check with physician as to when it is safe to return.
5. Undiagnosed red eyes with drainage- if pinkeye, may return 24 hours after medical treatment.
6. Fever over 100 degrees within the past 24 hours- be free of fever 24 hours without any fever reducing agents before returning to school.
7. Vomiting or diarrhea within the past 24 hours- after 24 hours have passed since last incident, the student may return to school.
8. Head Lice- may return 24 hours after treatment if NO NITS remain in hair.

When your child has a cold, please consider whether he/she should be sent to school. If the nasal discharge is thick, yellowish/green and/or your child is repeatedly coughing, he/she should be kept home.

If your child becomes sick while in our care, you will be notified, and he/she should be picked up as soon as possible.

Thank you for helping to maintain a safe and healthy environment.

HEALTH REQUIREMENTS

A certificate of immunization and Birth Certificate are required by the time of Orientation. Information to help the staff with your child's health should be written on the registration form. Lexington Baptist Preschool also accepts SC DHEC Religious Exemption Forms for Immunizations.

ACCIDENT REPORTS

Accident reports are made, and the director/assistant director are made aware in the event of an injury. A form will be signed by the teacher present and the parent or the person picking up the child will be asked to sign it also. A parent will be contacted concerning any accident serious enough to require parental attention. For safety reasons, PLEASE NO ROLLING BOOKBAGS.

DISCIPLINE

A few rules to remember:

- Kind Hands
- Walking Feet
- Follow Directions
- Soft Voices Inside
- Pick up Toys
- Use Trashcans

We encourage positive behavior. Should a child display inappropriate behavior, according to the behavior but not necessarily in this order, we will:

1. Redirect the activity or his/her action
2. Talk to the child about the behavior and how to manage it.
3. Use "timeout"- timeout is not used to make the child feel separated but rather a time for the child to observe how others are acting and determine how he/she needs to behave with his/her friends.

4. Ask the parents to come for a conference and help us resolve the problem.
5. If the child poses a safety concern to themselves or to others, the director, Preschool Board, and teachers will assess the situation to find the safest and most effective outcome for both the child and his/her classmates.
6. As a last resort, if a child continues to be aggressive and hurting others, we will ask for a parental cooperation in helping the child understand appropriate behavior. If the problem continues, even with the cooperation of the parents, the situation will be taken to the Ministry Team and withdrawal from the program could be necessary.

We always praise the positive and try to transition before any conflict occurs. Every day is a new beginning.

EMERGENCY EVACUATION PLAN

In case of an emergency evacuation ordered by the Town of Lexington, Lexington Baptist Preschool will evacuate the children to Pilgrim Lutheran Church, 1430 North Lake Drive. Our emergency location must be one mile or more from the premises.

Depending upon the amount of time given to evacuate we will use our church bus as a method of transportation, making as many trips as necessary.

If immediate evacuation of the entire premises were necessary, we would use the church buses and private vehicles of Lexington Baptist Preschool and church staff. We would take whatever steps deemed necessary to comply with the evacuation order given by the Town of Lexington.

We will use the most feasible route, which could vary depending upon the exact emergency and the location of the source of the emergency.

We would make an announcement on Brightwheel, Facebook, and WIS TV.

Emergency Contact Numbers, emergency use only please:

Pilgrim Lutheran Church, 803-359-9421

DHEC Chemical Spill Information: 803-896-4000

FIRE EMERGENCY EVACUATION PLAN

In the event of a fire emergency, Lexington Baptist Preschool will take children to the safest location away from any danger. Pick-up will be in the back parking lot of the Family Life Center located on Efird Street.

Lexington Baptist Preschool is a ministry
of Lexington Baptist Church

If you are looking for a church home, we'd love for you to visit us here at Lexington Baptist Church.

Dr. Mike Turner, Senior Pastor

Sunday Morning Worship

8:45am and 11:00am

Care for our preschoolers (birth to 4K) will be provided.

Sunday School for adults

8:00 and 10:00am

Sunday School for preschoolers

8:45, 10:00, and 11:00am