

Mission Statement

Great Beginnings Preschool will provide a safe, caring environment where each child can develop skills that will prepare them for success in school and develop a value system that has a belief foundation in Jesus Christ.

Lessons are planned to promote the physical, social, emotional, creative, and cognitive development of each child.

A Beka Curriculum

Great Beginnings Preschool uses age appropriate curriculum from A Beka Book.

The A Beka Book approach to Christian education is to keep learning lively, interesting, and memorable.

The God given ministry of Christian schools is to lead young people to Christ and train them in the Bible, Christian character, language, and traditional subject matter. Today's students need to be taught the accumulated wisdom of the past from God's point of view and trained in the way that they should go (Proverbs 22:6) so they will have a firm foundation from which to evaluate the present and make proper decisions for the future (www.abeka.com).

Program Options

1. Morning Program – 8:00am – 12:00pm
2. Full Day Program – 8:00am – 3:00pm
3. Full Day Program with Afterschool Care – 8:00am – 5:00pm

Before school care available starting at 7:00am

Calendar

Great Beginnings Preschool will start in September after Labor Day and close around the second week in June.

Great Beginnings Preschool will follow the Edmeston Central School Calendar for days off, snow days and vacations.

Children Supervision Policy

Great Beginnings Preschool will employ or have available staff who will promote the physical, intellectual, social, cultural and emotional well-being of the children. The Preschool will provide supervision of the staff responsible for the care of children. Children will be in direct, competent supervision at all times. No one other than the director, teacher or assistant teacher will supervise a group of children independently, even for a brief period of time, except in an emergency. No one under the age of 18 will be left alone to supervise a group of children at any time. The staff to child ratio is as follows:

3 year olds – 1 staff to every 7 children

4 and 5 year olds – 1 staff to every 8 children

Staff Qualifications

Director: Bachelor's Degree (including 12 credits in early childhood or related field), one year teaching experience, one year experience supervising staff

Head Teacher: Associates Degree in Early Childhood or related field

Assistant: high school diploma or substantial experience working with children under the age of 13

All staff must love the Lord, agree to the constitution of the Burlington Flats Baptist Church and be a member or associate member of the Burlington Flats Baptist Church.

Mandated Reporters and Child Abuse/Neglect

Staff at Great Beginnings Preschool are mandated reporters. We are required by law to report any suspected case of child abuse or neglect. Child abuse/neglect is harm or threatened harm to a child's health or well being by a person responsible for that child.

Daily Health Checks

Staff at Great Beginnings Preschool are required to conduct a daily health check on every child. A note will be made of any difference in the child's behavior, physical appearance, sickness and any information that you as a parent give us as to how the child was at home.

Confidentiality

The individual dignity of the children, families and employees will be respected at all times. Information about children, families, or employees will not be given to anyone other than the person authorized to receive such information. Staff are not permitted to give a family any information about another child or family in the preschool. This includes even those situations that appear evident, such as discussing why a child uses a wheelchair. This would also include information about an incident in which your child was involved. For example, staff can not say who bit your child, only that your child was bitten. Please do not put staff in a position where they might violate this policy.

Registration and Tuition

A registration fee of \$100 is required to enroll your child in preschool. Payment of the registration fee must be received by September 1 for your child to start at the preschool. The fee is used to purchase curriculum books, insurance while your child is at preschool and supplies for the current school year. This fee must be paid each year that your child is enrolled at Great Beginnings Preschool.

Tuition fees are as follows:

Morning Program - \$2000 per year (10 monthly payments of \$200)

Full Day Program - \$3000 (10 monthly payment of \$300)

Full Day Program with Afterschool care - \$3500 per year (10 monthly payments of \$350)

*If your child attends preschool 3 or more days per week, it is the full tuition fee.

Payment of Tuition

10 monthly tuition payments are due on the first of each month (Sept.-June).

A late charge of \$20 will be assessed for late tuition payments received after the 10th of each month.

A service fee of \$25 is charged for any payment returned by the bank. After two returned checks in any one school year, payment must be made in cash, money order or certified check.

Delinquent Tuition Payments:

After one month of non-payment, parents will receive a written note restating payment policies in parent handbook. A \$20 late fee will be assessed and the parent will be requested to contact the director to discuss payment.

After two months of non-payment, parents will receive a written statement of termination of enrollment from the director asking them to bring the problem to a resolution by paying all owed back tuition in full before student will be reenrolled in preschool. Students will not be permitted to attend class when their tuition is two months past due.

Parent – Teacher Communication

Because you are an important part of your child's education, it is important that we have open and close communication with you about how your child is doing and what we are doing at preschool. We need you to let us know if there is anything at home that may affect your child while at school. We will keep in touch with you by:

- Notes home
- Weekly newsletters
- Telephone calls when necessary
- Conversation at drop off and pick up
- E-mail

You may request a formal meeting with the teacher and/or director at any time. Please keep in mind that it may take time to schedule this. Please don't expect a teacher to interrupt class time for a conference.

Parents as Volunteers

Parents are always welcome at Great Beginnings Preschool. Parents as volunteers serve a double purpose. We get those much needed "extra hands" and benefit from the ideas and talents of parents. It also gives the parents an opportunity to learn different ways of working with children and providing activities parents may use at home.

Clothing

Children's clothing should be simple, washable, season appropriate and easy for them to manage, with their name on everything. Children will be encouraged to dress themselves completely as they learn the skills to do so. Children need to dress for outdoor play throughout the school year. Children need to have:

- An extra set of clothes kept in their cubby box at preschool. If these clothes come home wet or soiled please send in another set the next school day.
- Mittens, jackets, snow pants, hats and boots for winter outdoor play.

Change in Schedule

If there is a change in your child's schedule, for example, joining the Afterschool program or a change from the morning program to a full day program, the director must have written notice two weeks in advance. This is to ensure that proper student to teacher ratio is maintained.

Pick Up and Drop Off

It is important that your child arrives and leaves the preschool at the time set up by you and the staff. If a child arrives late each morning they may miss many of the fun activities that start the school day. Only people listed by you on the approved blue information form are allowed to pick up your child. Any changes must be submitted to the preschool in writing. If the person sent to pick up your child is not listed on the blue information form or we do not have consent from you that this person is to pick up your child, we will not let this person leave with your child.

When dropping off your child at Great Beginnings Preschool please park parallel to the church. When coming to the preschool for a special event (ex. Programs, graduation) where there are many cars, park vertical to the church.

Action Taken if a Child is Not Picked Up

If after a half an hour from the end of class the parent has not come for their child, we will try to contact the parent and all emergency names and numbers will be tried. If after two hours no one has still come to pick up the child, the local or state police will be called and the Department of Social Services and the Child Protective Services will be called.

Policies Regarding Admission

Enrollment at Great Beginnings Preschool is on first come, first served basis. The following must be done in order to begin at preschool:

1. Child must be 3 years old
2. Child must be potty trained
3. Registration form must be filled out and signed by a parent or guardian
4. \$100 registration fee must be paid
5. Tuition from previous school year must be paid
6. Child must have a physical exam. Children returning for a second or third year will need a physical exam done one year after the previous exam
7. Child must be up to date with immunizations

Discipline Policy

Corporal punishment will not be used at Great Beginnings Preschool. For a child that is misbehaving, after the first offense there will be a verbal discussion about the child's behavior with the child. After the second offense there will be a time out. Time out is a time to sit in a specific area in the classroom and have the child sit and think about his or her actions after discussion with the teacher. Length of time in time out will be based on age, developmental level and the ability of the child to calm down. After the time out there will be another discussion between the child and the teacher about the child's behavior. Parent meetings will be held for extreme behavior such as hitting, punching, kicking, biting, swearing, etc.

Program Activities

The following is a sample schedule of a day at Great Beginnings Preschool

- Children arrive
- Morning Snack
- First Circle Time (pledge, calendar, weather, songs, Bible)
- First Table Time (letters, phonics, games, worksheets)
- Playtime and Art
- Second Circle Time (numbers, letter, poems, finger plays)
- Outside Play or Gym Time
- Bathroom and Hand washing
- Lunch
- Story time
- Rest Time
- Afternoon Snack
- Circle Time (review the day)
- Outdoor Play or Gym Time
- Afterschool Program

Food Service

Great Beginnings Preschool will provide a nutritious morning and afternoon snack everyday. We will not be providing lunch. Each child is to bring his or her own lunch everyday. Please label all containers.

Health Care Policies

At some point during the year your child may become ill. In order to lessen the spread of illness within the preschool we ask those children who have been ill the night before be kept home with the following symptoms:

- Fever (oral temperature of 101 degrees or higher)
- Severe coughing or trouble breathing
- Vomiting or diarrhea
- Unusual rashes or spots
- Infected skin patches (impetigo, ringworm, etc.)
- Contagious illness (chicken pox, strep throat, etc.)
- Head lice
- Head ache
- Stiff neck

If your child becomes ill during the day, he or she will be sent home. If you can not be reached your emergency contact will be notified.

Staff members at Great Beginnings Preschool are trained in CPR and first aid. Head Teachers are also trained and certified to administer medication. These include prescription and non-prescription drugs (oral, inhaled, topical, medical patches, eye, ear and Epi-pen)

There are strict requirements that must be followed exactly in order for medication to be given at preschool:

- Administration tools, such as dosing spoons, oral medication syringes, pill crushers, and medicine cups must be provided by the parent. (Kitchen utensils such as spoons can not be substituted.)
- Over the counter medication must be in it's original container and be labeled with the child's first and last name.
- Prescription medication should be in a child resistant container. It must have the original pharmacy label that includes the following items:
 - ✓ Child's first and last name
 - ✓ Authorized prescriber's name
 - ✓ Pharmacy name and telephone number
 - ✓ Date prescription was filled
 - ✓ Name of medication
 - ✓ Dosage of medication
 - ✓ How often to give the medication
 - ✓ Date the medication is to be discontinued or length of time, in days the medication is to be given
- Medication samples supplied by the child's health care provider must be appropriately labeled with the same information that is required on the pharmacy label.
- A written medical consent form must be filled out by the authorized prescriber and the parent for all ongoing medications. (An ongoing medication are those that are to be administered or possibly administered for two or more days) This form must be filled out for both over the counter medications and prescription drugs, with the exception of topical over the counter medication, where only written permission is needed.
- All instructions and permissions for on-going medications must be filled out every six months (ex. Nebulizers and Epi-pens)
- All information on consent forms must match EXACTLY. For example, if a licensed prescriber writes the name of a medicine as Tylenol, store brand acetaminophen may not be substituted. If they write Tylenol/ acetaminophen, both are acceptable.
- For medication given for one day only:
 1. Over the counter medication: An oral medication may be given with a Verbal Medical Consent Form filled out and verbal permission from a licensed prescriber. All other medication must have a written permission consent form filled out.
 2. Prescription medications: All prescription drugs may be given for one day only with a Verbal Medical Consent Form filled out by parents and verbal permission from a licensed prescriber.

****After the first day a Written Medication Consent form must be filled out by both the parents and the licensed prescriber ****

If a medication is taken at home, we ask that you send in a written note informing the staff of what medication was given and when it was taken.